Halton

STATUS OF CORPORATE GOALS & DEPARTMENTAL ACTIVITY REPORTS

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REGIONAL COUNCIL

STANDING COMMITTEES

SPECIAL COMMITTEES

MANAGEMENT GROUP

THE REGIONAL COUNCIL

OF THE REGIONAL MUNICIPALITY OF HALTON

(1982)

(elected November 1982)

J. N. Raftis, Chairman

City of Burlington

Roly Bird, Mayor
W. Mulkewich
J. Little (Mrs.)
B. Quinn
R. Forbes
J. Savoline (Mrs.)
S. Toth
J. Grieve
P. McLaughlin

Town of Oakville

B. H. Barrett, Mayor
C. Gooding (Mrs.)
P. Arch
J. Cutmore (Mrs.)
A. Mulvale (Mrs.)
K. Bird
F. Oliver

Town of Halton Hills

Peter Pomeroy - Mayor
D. Whiting
R. Miller
J. McDonald
M. Armstrong

Town of Milton

G. Krantz - Mayor
W. A. Johnson
B. Clements

THE REGIONAL MUNICIPALITY OF HALTON

STANDING COMMITTEES

(1982)

ADMINISTRATION AND FINANCE

This Committee deals with matters related to finance, personnel, accounts, agriculture, property, reforestation, emergency measures, by-laws, Halton Museum, and liaison with the Halton Board of Commissioners of Police.

CHAIRMAN	K. Bird
VICE CHAIRMAN	B. H. Barrett
MEMBERS	J. Grieve, G. Krantz, J. Little, C. Gooding, M. Armstrong, W. Mulkewich, J. N. Raftis, Regional Chairman

HEALTH AND SOCIAL SERVICES

This Committee deals with matters related to Halton Centennial Manor, Social Services, Health, and liaison with the Halton Region Children's Aid Society.

CHAIRPERSON	B. Clements
VICE CHAIRMAN	D. Whiting
MEMBERS	P. Arch, R. Bird, R. Forbes, J. Cutmore, J. McDonald, J. Savoline J. N. Raftis, Regional Chairman

PLANNING AND DEVELOPMENT COMMITTEE

This Committee deals with the preparation of maps, drawings, texts, statistical information necessary for the study, explanation and solution of problems or matters affecting the development of the Halton Planning Area. This Committee also deals with matters related to Regional Roads, waste disposal, water and sewer services. It is charged under the Regional Act with preparation of the Regional Official Plan.

CHAIRMAN	P. McLaughlin
VICE CHAIRPERSON	A. Mulvale
MEMBERS	R. Miller, S. Toth, W. Johnson, F. Oliver, P. Pomeroy, B. Quinn, J. N. Raftis, Regional Chairman

THE REGIONAL MUNICIPALITY OF HALTON

SPECIAL COMMITTEES

1982

SOLID WASTE MANAGEMENT COMMITTEE

The following were appointed as members of a Solid Waste Management Committee charged with the responsibility of recommending to Council a total Solid Waste Management Program for the Region.

CHAIRMAN	R. Miller
VICE CHAIRPERSON	A. Mulvale
MEMBERS	W. Johnson, W. Mulkewich, J. N. Raftis, Regional Chairman

HALTON REGION BOARD OF COMMISSIONERS OF POLICE

MEMBERS	P. Pomeroy
	J. Grieve

THE REGIONAL MUNICIPALITY OF HALTON

MANAGEMENT GROUP

1982

Regional Chairman	J. N. Raftis, P.Eng.
Chief Administrative Officer	D. Y. Perlin
Director of Public Works	R. W. J. Moore, P.Eng.
Director of Social Services	D. A. Oakley
Administrator Halton Centennial Manor	R. Kaufman
Regional Solicitor	K. Anderson
Director of Finance & Regional Treasurer	G. Lawson/J. Rinaldo (Sept. 1982)
Director of Planning & Development	R. Mohammed
Director of Personnel	D. Camm
Director of Business Development	M. Fischer
Medical Officer of Health	P. Cole, M.D.
Secretary-Treasurer, Land Division Committee	R. Bihun (Mrs.)
Regional Fire Co-Ordinator	W. Corp

THE REGIONAL MUNICIPALITY OF HALTON

Office of the Chief
Administrative Officer

P.O. BOX 7000
1151 BRONTE ROAD
OAKVILLE, ONTARIO L6J 6E1
416/827-2151

1983 02 01

Mr. J.N. Raftis, Chairman,
and Members of Regional Council
Regional Municipality of Halton
Oakville, Ontario

Mr. Chairman and Members:

Re: 1982 Departmental Activity Reports
January 1, 1982 - December 31, 1982

What follows is the 1982 Activity Report for the twelve month period ending December 31, 1982.

Publication of the 1982 Activity Report is in keeping with the requirements of Halton's New Policy Manual. It sets out the basic activities of the Regional Corporation and its various Departments through 1982.

Yours very truly,

Dennis Y. Perlin
Chief Administrative Officer

DYP: ml

BURLINGTON	HALTON HILLS ACTON	HALTON HILLS GEORGETOWN	MILTON	OAKVILLE
639-4540	853-0501	878-8113	878-8113	827-2151

STATUS OF CORPORATE GOALS

1982

SCHEDULE "A" TO C.A.O. REPORT

THE REGIONAL MUNICIPALITY OF HALTON

CORPORATE GOALS - 1982

- A Recap of Goals and Accomplishments

A. REGIONAL OFFICIAL PLAN

Goal

The Region's goal with regards to the Official Plan was to implement policies, to analyze, to review and to amend where necessary.

Accomplishments

Planning & Development Department

In 1982 the Planning and Development Department was active in many areas of policy development relating to the Regional Official Plan which included the completion of:

- Proposed Amendment #2 (the Sanitary Sewage Disposal and Water Supply Policies)
- Proposed Amendment #3 and #4 (the completion of the Acton and Georgetown Urban Areas Review)
- Proposed Amendment #5 (Rural Clusters)
- Proposed Amendment #6 (to expand Burlington Urban Area North of Highway 5)
- Reviewed the Oakville Official Plan and the Halton Hills Official Plan and provided input to same
- Conditionally endorsed the Halton Hill's Glen Williams and Stewarttown Secondary Plans
- Commented on Local Plan Amendments 81, 108 and 109 of the Burlington Official Plan.

B. ECONOMIC DEVELOPMENT

Goal

The Region of Halton in pursuing economic development had as its goal a broadened assessment base in Halton, increased employment opportunities, improved service level, further initiatives for new business and maintenance and expansion of existing businesses.

Accomplishments

Business Development Department

A major step to improving and expanding the quality of service and the number of businesses in Halton was taken with a joint Regional/Area business development advertising program.

Initial contacts received by the Business Development Department more than doubled over 1981 partly as a result of the new Advertising Program and as well due to the industrial Directory and the Halton Report.

The Department also instituted a Computerized Industrial and Commercial Property Listing System designed to facilitate interaction between realtors in all Area Municipalities and ensures that realtors in each area are aware of the industrial and commercial properties available throughout Halton.

The Department was also active in support of the Chambers of Commerce in an effort to improve the profile and influence of these groups in the Business Advisory Committee which dealt with problems being experienced by business such as Extended Area Service (E.A.S.) from Bell Canada, input into the proposed Industrial/Commercial lot levies and review of the Region's Economic Strategy.

Planning and Development Department

The Planning and Development Department prepared in 1982 the Retail Business Holidays Act tourist exemption guidelines for Council adoption and established processing procedures for same. Two applications were processed under the guidelines.

Guidelines for Impact Assessment of Major Shopping Centres were discussed with developers and local and Regional Staff. As well a draft report was completed on the 1979-80 employment survey.

C. ENGINEERING SERVICES

Goals

Regional Engineering Services continued to provide economical engineering services while providing for environmental protection. As well capital programming of major Water and Sewer Works dependant on community growth and development assessment continued in 1982.

Implementing monitoring and assessing the total waste management program including waste reduction, resource utilization and landfill continued.

In Regional Roads, the goal is to provide for the most efficient and economical operation of Regional roads throughout while receiving the maximum benefit of Provincial Road subsidy.

Accomplishments

Planning and Development Department

In 1982 this Department oversaw the preparation of reports for the Administrative Development Committee in the implementation of the master servicing and financing schemes and assisted the Finance Department in implementing same.

Planning and Development also co-ordinated the preparation of the Urban and Rural Servicing Guidelines for discussion with the Province and other concerned agencies.

The Solid Waste Management Program was assisted by the Planning and Development Department in that they provided co-ordination in the hiring and overseeing of consultants on the Environmental Assessment of the Landfill Component and co-ordinated any Regional responses to the National Sewer Pipe Sanitary Landfill Proposal.

Public Works Department

In 1982 the Public Works Department relocated to 2316 South Service Road West where various existing programs and new projects were worked on.

Major activities in the Plant Operations Division included the administering of a Water Treatability Study at Prospect Park which involves the use of a pilot plant for the removal of iron and manganese. As well the Plant Operation Division modified two of five coin meter stations for better service to bulk water haulers.

The new Public Works Maintenance Division has three functional responsibilities which includes maintenance of the Regional road system, maintenance of water distribution and sewer collection system and fleet operations.

Major activities of the Regional road system included a new five year maintenance agreement with the Region of Peel for Regional Road 19 (Winston Churchill Blvd.) and agreements with Wellington County continued. A Co-operative Maintenance Program was introduced in 1982 with the Area Municipalities for line painting, priming, and surface treatment.

Sewer and Water maintenance, with the exception of two major storms remained stable. During these storms 30 homes were flooded in the Georgetown area while approximately 75 homes were flooded in the Oakville area.

A co-operative vehicle maintenance program was approved in 1982 to service Police and Public Works vehicles. Both the North and South District facilities received a go ahead to expand to provide for this program.

In accordance with the Hickling-Johnson report a Waste Disposal Division was established in the Public Works Department in 1982 which is responsible for all waste disposal programs and pollution monitoring.

As the Oakville Landfill site was scheduled to close in 1982 preparations were made to accomodate the increased activity at the Burlington Landfill Site.

An environmental assessment of the Landfill Component of the solid waste management system got under way.

The Public Works Waste Disposal Division was also active in the areas of Transfer Stations, Source Separation Program and Resource Utilization which were all priorities. As well a computerized sludge management program was instituted in 1982.

The main duties of the Engineering Services Division remained the processing of developments, capital budgets, transportation requirements and engineering studies. Considerable work was put into the review and negotiation of developments which did not proceed in 1982 because of economic conditions but were ready to commence in 1983. Work in the area of traffic and transportation increased over the previous year and several engineering and hydrogeological studies were completed or neared completion.

Several Courts of Revision were held in 1982 to resolve outstanding Local Improvements Projects.

The Design and Construction Division had a full year with the total value of projects assigned to this Division at approximately $48,499,000. Design work began on 13 new projects and along with carryover projects the Division was involved with a total of 23 projects while administering the design services provided by consultants on 18 other projects.

Drafting completed a total of approximately 294 drafting assignments in 1982 while also reviewing and updating the drafting standards manual and the engineering survey manual.

The Records System completed metrification of all operating maps and completed microfilming and indexing of an additional 1,700 drawings, 12,000 drawings are now available for instant retrieval and printing, in the permanent records system.

Special projects such as the last stage of the Burlington Water Treatment Plant, Burlington Sewage Works, expansion of the Oakville Water Treatment Plant, the Eighth Line Booster Station, Upper Middle Road Sewage Pumping Station and the Georgetown Iron Removal Plant were all begun in 1982 with some of the work being slated for completion in 1983.

D. FINANCIAL

Goal

The financial goal for the Corporation in 1982 was to continue to develop financial credibility, to emphasis data integrity and to develop adequate management systems and controls.

Accomplishments

Finance Department

The Finance Department underwent several changes in 1981, stablized in 1982 allowing the Department to move ahead in many areas such as outlined below:

- Completion of a prioritized Systems Plan
- Completion of a Plan for the future direction of Operating and Capital Budgets for the Corporation.
- The 1981 Financial Statements were completed entirely by Regional Staff and Halton was the first Municipality to file with the Province in 1982.
- Completion of a major Internal Audit Review of the Capital Projects System.
- Continued improvement in the area of integrity of data in the Region's Finance System.
- Improved various operating controls and procedures for Accounts Payable.
- Formal data processing schedule was prepared for timely production and distribution of monthly financial statements.
- Budget assembly package completed for the 1983 and future budget preparation process.

- Completed programming of the Technical Documentation Management System, Trust Accounting System (H.C.M.), Payroll/Personnel System and changes to the Sewer and Water Revenue Model.

- 1982 Operating Budget and 1983-86 Forecast was completed and approved by Council along with the O.M.B. quota for the Region and Area Municipalities.

- Monthly variance reporting for Regional Departments commenced with quarterly reporting to Council.

- Review of various user rates and fees was initiated.

- A Program of Cash Management commenced in early 1982.

- A Development Officer was hired early in 1982 to administer development related matters on a full-time basis.

- The Purchasing Division reviewed all Insurance Policies for all Regional properties for proper coverage.

- Completion of re-organizing of the Stores set up with a new centralized stockroom at the South Service Road Building.

- Assistance was given to the Police Department to establish a Quartermaster Stores at the Oakville Headquarters.

- Assistance was given to establish a stores section at Halton Centennial Manor to be implemented by year end.

E. SOCIAL SERVICES

Goals

The goal in the Social Services Department was to reduce duplication and achieve cost-effectiveness in the delivery of human services; to monitor and report on pilot projects; to recommend the structure, composition, function and financial requirements of services offered; to develop services that reflect the changing conditions of the 80's and to continue to maintain facilities and provide care for the growing number of Senior Citizens in Halton.

Accomplishments

Social Services Department

The Social Services Department comprises four major divisions three of which are operating divisions; Children's Services, Halton Centennial Manor and Income Maintenance all of which are serviced by the Administrative Services Division which allows for resource sharing.

The creation of the Administrative Services Division has allowed the centralization of many finance related functions. This Division co-ordinates and provides an overview for the financial activities of the 35 programs provided by the Department. At the same time the Department decentralized the process of budget analysis, variance reporting and program budget preparation. This Division has also made strides in streamlining the subsidy claims process as well as having introduced word processing capabilities to provide services to all Divisions.

The Children's Services Division focused on two major areas of concern in 1982. One area had to do with putting into motion the plans to implement the recommendations of the Regional Day Care Study completed in November 1981. The second area was the on-going pursuit of funding for the Children's Services Steering Group which resulted in funding for a two phase project.

Problems arose in mid-summer over the financing of the expanded Day Care Space Program. After much negotiation additional Provincial funds were allocated to continue the existing level of service for 1982.

Halton Centennial Manor has found that the newly purchased micro-computer is working well and efforts are being made to improve the overall financial reporting system with emphasis on the control of staffing accounts.

The Manor amalgamated the Maintenance, Laundry and Housekeeping Departments into an Environmental Services Division for organizational effectiveness.

The proposed Dental Clinic received verbal Ministry approval and the Clinic was scheduled to open in early 1983.

The role of the Region of Halton in the Provision of Health and Social Services to the Elderly got under way with the Administrator of Halton Centennial Manor as the project director. 1982 saw a Happy 30th Anniversary to Halton Centennial Manor.

The Income Maintenance Division experienced a busy year with requests for assistance up 13.7% over 1981 and caseloads increasing by 17.3% over 1981. As well the Special Needs Program of the Income Maintenance Division showed a significant increase in the portion of cases that qualified for 50% subsidy, thus, the Regional portion increased.

The Family Counselling Program underwent change as a result of the Family Counselling Study. An Advisory Group was formed to implement recommendations of the Study which meant phasing out of the Regional Service and commencement of a Purchase of Service Program. The Advisory Group monitored and will continue to monitor the program.

The Region received a financial boost in the area of the the Juvenile Committal Program, when the Supreme Court of Canada declared in June 1982 that it was illegal for the Federal Government to impose on a Municipality's costs for placing children "in care" in residences. Thus the program became 100% funded by the Province for the latter half of 1982; the future however was uncertain at year-end.

F. HEALTH

Goal

The goal in Health was to improve Community Health by immunization programs, by determining population shifts of elderly people and anticipating needs by maintaining effective sanitary and food control programs and by adopting a health program to reflect changed Ministerial Policy and Standards.

Accomplishments

Health Department

The Health Department in 1981 undertook to review and evaluate the programs and services offered so that internal and external needs could be priorized and planning for program changes in the future could begin.

In 1982 the major Health or Health-Related social issues addressed as a result of the 1981 evaluation were:

- Formalization of a Communicable Disease Control Program with consolidation of the Birth Control and V.D. Clinics in Oakville and Burlington.
- Urea Formaldehyde Foam Insulation.
- Formulation of a Smoking Policy for Regional Buildings.
- Identification of a need for a standardized approach to fees and bed allocations in rest homes.
- Preparation of a proposal in co-operation with the District Health Council for a Community Health Survey which will serve as the beginning of the development of a promotional plan for Health in Halton.
- Exploration of the possibility of developing a pilot project for a Teaching Health Unit in Halton.
- Fluoride rinses were implemented in the Burlington Elementary Schools while the water fluoridation system was being updated and thus was suspended.

- The Environmental Health Division continued its program of inspections and complaint investigation and courses for food handlers and swimming pool operators.

- The Community Health Division became more involved with service to the geriatric population and to persons identified as having emotional/psychiatric problems.

- The Home Care Program was granted a Chronic Care component which added to the delivery of Health Care in Halton. Requests for service in this area were great.

- 1981 levels of service were maintained for the Behaviour Management Program and the Parent Infant Program while the Mental Health Clinic in North Halton increased its workload.

G. GENERAL ADMINISTRATION

Goals

The goal of Regional Administration in 1982 was to continue to offer efficient and effective service to Operating Departments, the Public and the Council by clear and goal orientated management. Consistent reporting to improve communication between Council and Staff continued as a goal. Strengthening and improving the Regional image continued. Organizational development and staff training and education were goals. Finally it was envisioned that productivity and management would improve in 1982.

Accomplishments

Business Development Department

The Business Development Department continued in 1982 to be consistent and conscientious in its efforts to provide service and to liaise with the business community of Halton. Media promotions, attendance at a trade show and business contacts brought many requests from industry for new developments.

Public Works Department

The Public Works Department experienced several changes in 1982 as a result of the Hickling-Johnson Audit. Several new staff were hired which substantially strengthened the Department's administrative ability, results of which should be more evident in the coming years.

There was increased involvement in the road construction program and major road contracts were awarded and/or completed on Trafalgar Road, Guelph Line and Derry Road. As well new sewer construction kept pace with development requirements.

H. SERVICE FUNCTIONS

Goals

The goals of the departments in a service role, Personnel Legal and C.A.O.'s Office was to serve the operating departments of the Region and co-ordinate information between others. Organizational development and staff training became priorities as well as improved productivity.

Accomplishments

Personnel Department

In 1982 there was intense activity required for Collective Bargaining for every collective agreement and unionized employee group.

The Personnel Department through the Safety Officer and the Health Department established a Health and Safety Committee wherein many concerns were discussed.

The Personnel Department also took on the task of offering employees the opportunity to purchase any waiting period served by employees prior to O.M.E.R.S.

The Department with the assistance of a new Personnel Assistant was able to respond more quickly to requests for staff recruitment. As well the Personnel Department offered new employees Orientation Sessions to provide information on the various services and programs offered by the Region.

Law Department

The Law Department expanded in 1982 with the arrival of a Law Clerk and a Solicitor and the creation of a new secretarial position the department moved to standardize procedures and began staff training.

The Law Department was actively involved in by-laws at about the same level as in 1981. The Department also worked on promoting three pieces of draft legislation relative to landfill, front-end financing and special discharge agreements. Subdivision agreements were an integral part of the Law Department and the department was active in liaising with appropriate Regional departments to negotiate major development agreements.

Major leases were negotiated in 1982 for the Public Works Building and for the former nurses residence at Halton Centennial Manor as well as negotiations and arrangements for transfer of the Police Building in Oakville and for the transfer of the Milton Jail Complex.

The Law Department was in attendance at several O.M.B. Land Division Appeals, other related O.M.B. matters, administrative tribunals and hearings such as the Walkers Holdings Hearing.

The Law Department also undertook to clear the backlog of Workmen's Compensation Board cases and miscellaneous litigation and collection cases. A quarterly litigation report is now available to keep Council fully aware of the various litigious actions involving the Region.

As well the Law Department has provided miscellaneous opinions and research for all Departments and Council.

Office of the C.A.O.

1982 saw the consolidation of the changes implemented in the C.A.O.'s Office in 1981. The Office as restructured incorporates the Clerk's Office, the Property Management function, the Museum and monitors the Municipal Energy Auditing Program and the Ontario Municipal Training Program as well as oversees Corporate Planning co-ordination.

The office administers and oversees all Regional Departments and handles matters ranging from Levels of Service Policy and Procedures Review to ensuring Council receives sound and co-ordinated advice.

A new Regional Clerk was hired in March 1982 and a new Museum Curator in November 1982 to fill out the staff vacancies that occurred in 1982.

Respectfully submitted,

Dennis Y. Perlin
Chief Administrative Officer

JB:ml

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

DEPARTMENTAL ACTIVITIES REPORT

FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

DENNIS Y. PERLIN
CHIEF ADMINISTRATIVE OFFICER

ACTIVITY REPORT

FOR THE PERIOD OF JANUARY 1, 1982 TO DECEMBER 31, 1982

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

General:

The Office of the Chief Adminstrative Officer underwent several changes in 1981 in the structure and operation of the Office. 1982 saw consolidation of the changes recommended by the Hickling-Johnston Management Study. The Office as it has been restructured can be broken down as follows with the Office of the C.A.O. overseeing the administration of C.A.O. / Administration, Property Manager, Clerks and Halton Region Museum (within these sections are several distinct programs that are clearly outlined herein as well), please see the attached staffing complement for the various programs. The Office of the C.A.O. handles matters ranging from continued development of administrative policies and procedures to ensuring Council receives sound an co-ordinated advice from Senior Regional Officials.

In April 1982 a new Regional Clerk was hired in the Office of the Chief Administrative Officer with the previous Clerk moving to Manager of Records and Information Services.

In August 1982 a new Curator was hired to fill the vacancy left by the retirement of Mrs. E. Brittain. The new Curator began work with the Region in November, 1982.

Corporate Plan:

The Draft Corporate Plan was completed in February. Activity relating to the review and adoption of the Corporate Plan by Council continued until its adoption in June 1982. These activities included meetings with Department Heads, and the development of a Task Force Steering Committee made up of Regional Councillors who recommended the directions in priority order and the costs under each. Considerable adjustment and amendment to the Draft Corporate Plan resulted from the several meetings of the Task Force.

The annual update of the Corporate Plan began in late 1982 in order that the update be ready for incorporation in the budget process if at all possible.

Ontario Municipal Training Program:

The Office of the C.A.O. continued to administer and monitor the Ontario Municipal Training Program which had originated in 1981 with the hiring of a university graduate who sought experience and training in a Municipal Government environment. The program concludes in December 1982.

The Administration Officer in this position has completed a study of the Transfer of Landlord and Tenants Bureau and was successful in that the Province agreed to assume full responsibility for Landlord and Tenant Inquiries in September 1982 where previously it had been the Municipality's responsibility.

The Administration Officer completed a draft Human Resources Plan which appeared before Council in the fall of 1982. The completed preliminary work on a Space Needs Study for the Region was begun by the Administration Officer before completing the assigned work term. As the position was a contract position receiving subsidy from the Ministry of Municipal Affairs and Housing the Region made application to same for a new two year contract position, pending budget approval.

Emergency Measures Planning:

In early 1982 the Office of the C.A.O. presented a report on the feasibility of transferring the Emergency Measures Planning function to the Halton Regional Police Department. As a result the report was referred to the Halton Police Commission who are studying the possibility of same. The Region will finalize its report based on recommendations made by the Halton Police Commission early in 1983. Until the time that an actual transfer is effected the responsibility for Emergency Measures Planning shall remain in the Office of the C.A.O.

Public Awareness Strategy:

The development of a Public Awareness Strategy by the Public Information Sub-Committee continued in 1982 until its adoption by Council in May 1982.

It is anticipated that the program will commence in 1983 and continue thereafter.

Property Management:

Property Management and Building Administration continues as a centralized function under the Property Agent (to be called Property Manager). The centralized function will ensure proper inventory and management of Regional properties and buildings as anticipated in the Hickling-Johnston Management Study. The Property Manager also continued acquiring property.

The Property Manager was involved in 1982 in two major projects of appraisal and negotiation for purchase of property for road widenings on Steeles Avenue in Milton and Halton Hills and Derry Road in Milton and Burlington.

The Preventive Maintenance Program for building administration has been successful at keeping repairs and costs to a minimum. As in the previous year maintenace of the Regional Administration Building has been a time consuming job.

Municipal Energy Audit Program:

Background

The Ontario Municipal Energy Audit Program (MEAP) was initiated by the Ministry of Energy in response to a need identified by municipalities through the Joint Advisory Committee on Energy Conservation. The purpose of the program is to reduce the consumption and costs of energy in municipalities by providing grants to employ municipal energy auditors.

Once hired, the auditor measures municipal energy consumption and develops mechanisms for achieving and maintaining reductions in that consumption. As municipalities spend between 8 and 13 per cent of their tax revenue on energy for their own operations, there is a potential for significant savings.

On March 1, 1982 the Regional Municipality of Halton hired Russell Blades as Energy Auditor for a period of three years thus providing the Region with a person responsible for devoting their full time efforts to identifying and solving energy management problems.

Following, is a comprehensive account of the Energy Auditor's activities for the year 1982 and new projects for 1983:

Energy Audits

The first phase necessary for a successful energy management program is completing a historical energy audit for all Regional and Municipal Buildings. The historical audit is similar to an inventory in nature but in this case a record is made of all mechanical, electrical and structural systems which contribute to the buildings overall energy use. The recording of the buildings heating and cooling capacity, electrical loads, R-values, etc. are included in the audit. In conjunction with the historical audit, records of the buildings monthly energy consumption (natural gas, oil, electricity) and the associated costs are compiled to give an overview of the building's energy use.

To implement a historical audit on the Region's 200+ buildings would be an enormous task for just one person, the result being that after three years only the identification of the energy problems that exist. In order to identify the problems and determine appropriate solutions an alternate methodology had to be found. Thus, the Energy Auditor developed an Energy Seminar for Building Operators; which provided them with the information necessary to conduct historical audits on their own buildings and at the same time become more aware of their buildings energy usage. The May 13th seminar was designed to instruct operators on how to conduct and obtain all the background information necessary for a historical audit and how to recognize basic energy deficiencies.

As a result of the seminar almost all the municipal buildings have been audited to date, thus providing the Energy Auditor with all the background information necessary to identify areas of energy concern.

The next step of the auditing process (visual audit) requires the Energy Auditor to visit each building for a more detailed analysis. Based on the initial audit and the on site visit, the Auditor is then in a position to recommend energy management strategies for that particular building and the savings that can be expected. Due to the nature of the program the Auditor, on a rotational basis, investigates a building within each municipality thus giving each area an equal opportunity to reap the benefits of energy conservation.

Municipal Energy Conservation Program

To compliment the building energy auditing, the Provincial Government (Ministry of Energy) provides Municipalities with financial incentives to encourage energy consumption reductions. The Municipal Energy Conservation Program is designed to provide for each municipal building 50% funding (to a maximum of $50,000) for energy conservation projects identified in the energy audit. Following is a summary of the buildings which have been audited to date including the estimated capital cost of the project, energy savings and the payback period before funding.

Building	Capital Cost $	Energy Savings $	Payback Period Years
Regional Administration	14,525	9,458	1.5
Milton Public Library	16,958	10,087	1.7
Oakville Municipal Bld.	21,110	21,513	1.0
Burlington Central Library	28,261	15,871	1.8
Burlington Animal Shelter	1,253	512	2.4
Halton Hills Fire Station-2	10,308	4,109	2.5
Totals	$92,415	$61,550	1.5

The necessary application forms for the above buildings have been completed and sent to the Ministry for approval. To date the Province has accepted the proposals for the Regional Administration Building, Milton Public Library, Oakville Municipal Building, Burlington Public Library, Burlington Animal Shelter and approval is expected for the Halton Hills Fire Station.

With the funding available, the above payback period for each project will be reduced by 50%, thus making the energy conservation projects extremely attractive. In addition to the above projects, grants have also been approved for technical assistance (consultant assistance) for the Oakville Municipal Building and five Burlington Arenas. The amount of the technical assistance grants is approximately $3500; thus making $49,000 in Provincial grant money available to Halton Region. (To date this represents more than 50% of the total provincial money allocated to all municipalities)

Energy Monitoring

An important phase in any energy management program is the implementation of an energy monitoring system. The energy

monitoring system is designed to determine how effective implemented energy conservation projects have been in reducing energy costs.

A computer energy monitoring program entitled "Regional Energy Accounting Program" (R.E.A.P.) has been developed by the Energy Auditor to accomplish this task. The program allows the user to monitor the monthly energy performance of a building based on the building's energy consumption (gas, electricity, oil) and various operating characteristics (energy conservation, degree days, wind velocity, operating hours, etc.). In this manner the effectiveness of any energy conservation project can be accurately gauged and monitored on a monthly basis. This program is presently set up as a demonstration model but eventually all municipal buildings will be put on this system.

Employee Awareness Programs

The success of any energy conservation program depends largely on the extent to which people get involved. Employees must be educated as to the reasons for energy conservation, and they must be involved personally in some way. Only if everyone in a municipality "pulls together" will a program be meaningful and most effective.

The employee involvement must be a continuing one. If the conservation efforts let up, interest will wane. Old habits reappear and much of the ground gained is lost. It is easy to turn the thermostat back up - and there goes the savings. If maintained by employees, heat recovery systems, temperature control valves and other electro-mechanical systems will continue to generate savings, but casual waste will fluctuate with employee interest in, and commitment to, energy conservation in the Region.

The first phase in developing a comprehensive employee awareness program is to introduce employees to an area of energy conservation that they are most familiar with and interested in -- that is energy conservation in the home.

By developing sound home energy conservation practices not only will employees have a better appreciation of the Regional Energy Management Program but much of what is learned can be applied in their working environment. The result is a well rounded energy program where everyone can contribute in saving tax dollars.

The home energy conservation seminar is planned for late spring and will involve 1 or 2 nights after work. The seminar will be a "hands on" workshop which will discuss such topics as: home insulation, caulking and weatherstripping, furnaces and heat pumps, billing,

temperature setback and control systems, electrical conservation, as well as grants and assistance programs available to the home owner.

To compliment the employee awareness program a quarterly newsletter will also be introduced. The newsletter will contain useful information regarding energy conservation in the home and office. The newsletter will also highlight employees who have implemented energy conservation projects and the savings that can be expected.

Computer Programs

In an effort to keep track of energy consumption and costs throughout the Region a comprehensive energy monitoring system will be introduced in the summer of 1983. On a monthly basis the energy bills (gas, electricity and oil) will be collected from all Regional/Municipal buildings and the information entered into the computer program. The data will then be analyzed using the R.E.A.P. subroutine to determine how effective energy projects have been and the savings that have occurred. The program will also highlight the buildings which due to energy deficiencies require an indepth energy audit. Thus, the total energy costs/consumption can be monitored for any one building or the entire Region. A quarterly report will be produced from the computer data so that management and Council can be kept informed of energy conservation progress.

In order to better estimate energy saving potential a computer energy simulation program will also be developed. The program will aid the user in determining the cost effectiveness of such energy projects as: insulation, weatherstripping and caulking, solar film, HVAC controls, temperature setback, etc.

The program will also serve as a very important tool in estimating energy consumption/costs for new building design. If a municipality is interested in building a new facility the architects would be asked to submit their design to be evaluated by the program. As the program can estimate the buildings annual energy consumption and costs, the municipality now has a handle of the facilities operating cost. Knowing the capital cost of a building and the operating cost (energy consumption) the municipality is now in a position to choose the design which is most cost effective. This type of analysis has never been done in the Region or in any provincial Municipality to date. However, by employing this type of program we can ensure that this Region is getting the most efficient building for the money spent.

Energy Conservation Guidelines

To aid building operators in maintaining an energy efficient facility a report entitled "Operating Guidelines for Municipal Operators" will be developed. The report will give a general overview on how to conserve energy in a building's: heating and cooling systems, ventilation and exhaust systems, lighting systems and domestic hot water systems. Based on feedback from building operators regarding these general guidelines a series of reports will be generated to accommodate specific facilities. Thus specific reports outlining operating guidelines for: arena managers, pool managers, sewage/water treatment, fire stations, libraries, etc. will be issued.

Conclusion

The need to conserve energy has become more and more apparent as the cost of energy continues to increase. Due to these rising costs, energy is significantly becoming a larger percentage of operating costs. As a consequence of the Canada-Alberta Energy Agreement prices for energy will more than double by 1986. In an effort to keep tax dollars under control, Halton Region is taking a responsible stand towards energy efficiency. Due to an involved committment by Council, management and staff, Halton Region is meeting this challenge and is setting the pace for other municipalities to follow. The Region has taken the approach that energy conservation is an investment rather than an expense which is demonstrated in their slogan "Saving Energy for Halton Region Makes ¢ents".

Museum

Attention was directed at the Halton Region Museum this year with the Curator, Mrs. Erla Brittain, retiring after 20 years of service. A study was undertaken to determine the future options available to the Museum and the Region's role in same. It was determined through the study that the operation and maintenance of the Museum and its collection should remain a Regional responsibility and this was endorsed by Regional Council.

In order to facilitate the operation and maintenance of the Museum, initial policies were developed, approved by Council and included in Halton's Policy Manual. With the appointment of Ernest Buchner as Curator in November, these policies have been undergoing a further review and expansion to bring the Museum into line with Provincial museum regulations both current and anticipated, and to enable the Museum to better serve the Halton community.

In the latter months of 1982 plans were made for a thorough review and up-dating of other important aspects of the Museum's operations. These include records and registration procedures, publicity and promotion activities, public and school programming, exhibits and display plus the physical plant of the Museum. The results of this review will be reported to Council for gradual implementation in 1983 and the following years.

During 1982 the Museum was visited by approximately 7,000 people including many Halton schoolchildren. In addition, the Museum staff responded to an increasing number of inquiries from the public for assistance in historical research areas including both family and Regional history. The Museum also mounted displays of artifacts in a number of public buildings in the Region in the continuing effort to bring Halton's history to the people.

Clerk's Office

This Division of the Office of the Chief Administrative Officer is responsible for the assembly, printing and distribution of council and committee agenda; recording the resolutions of council and its committees; and forwarding council's direction to appropriate departments for the necessary action. In addition, the Clerk coordinates the activities of projects being constructed under The Local Improvement Act. This involves the activities of the Finance Department, Law Department, and Public Works Department.

In late 1982, Council initiated the Exgratia Disaster Clean-up Grant Program following the flooding in Georgetown in June, and the flooding affecting Burlington and Oakville in August. This has proven to be a very time-consuming undertaking that involves a great deal of work with the Finance Department, Public Works Department and Law Department, as well as obtaining required information from the Region's Insurers.

This Division of the Office of the Chief Administrative Officer also includes the Production Centre, Records Management, and Switchboard.

Switchboard

During 1982, an additional 40 telephone extensions were installed and connected to the Regional switchboard at the Administration Building. In addition to the general increase in the total number of calls coming through the switchboard on a daily basis, efforts are being made to remove some tasks from the switchboard operators so that telephone answering has priority over any other requests, such as room bookings and answering of general questions. The importance of the switchboard cannot be over-emphasized in that it is the first contact, either by voice or in person, that individuals have when they contact or enter the Administration Building. Although the booking of rooms for council, committee and staff meetings may not, at face value, appear to be onerous, it is none the less time-consuming and calls are being backed up. An Office Directory has been installed in the main foyer and efforts are underway to re-assign room bookings to other staff so that this important function can operate at peak efficiency.

In order to control switchboard costs, the Clerk and the Administrative Assistant to the Chief Administrative Officer are formulating plans for presentation to committee and council to undertake a full review of Halton's telephone system to try to determine where improvements can be made, while at the same time reducing the very substantial costs associated with this activity.

Production Centre

Bill McCreary, the Supervisor of Production, is responsible for the operation of the Office Services Centre, the Print Shop and the Mail.

The Offices Services Centre coordinates all word processing activities within the Region, and assists all departments, as time permits, in an overflow capacity. In addition to assisting with overflow, definite time periods throughout the week are set aside for the work of other departments, such as the Land Division Section of Planning and Development, as well as providing word processing capability to the Chairman's Office, Personnel Department, and Health Department. This Centre trained all Word Processing Operators for all departments in 1982, and holds seminars throughout the year on various word processing techniques.

The Mail Room handles all interdepartmental mail; internal and external mail; and the Regional Courier. With the move of the Public Works Department to the South Service Road, additional utilization of the Courier was required in order to provide the same level of service to the Public Works Department as is experienced in all other Regional departments within the Administration Building. The mail service, utilizing the Regional Courier, also provides service to Halton Centennial Manor, the Area Municipalities, and all external facilities of the Public Works and Health Departments. In addition various agencies are serviced, such as the Children's Aid Society.

The Print Shop falls under the direction of the Supervisor of Production. In addition to printing the agenda for the council meetings and all committees of council, the Print Shop has produced a number of reports for various departments for both internal and external use. The Police Department and the Children's Aid Society are two of the outside agencies which make extensive use of the facilities of the Print Shop. During 1982, over 7 million impressions were made and it is anticipated that cost reductions in the Centre will be realized with the installation of the Offset Press. This will enable any printing requests of a routine nature to be done at a much reduced cost. We are at present using the Xerox 9400.

Responsibility of the convenience copiers is an adjunct to the Print Shop and cost reductions here are also anticipated as many uses can be transferred to the Offset Press, unless it is a particularly urgent matter.

Records Management

1982 was an organizational year for the Records Management Section of the Clerk's Office. Provision was made in the 1982 budget for the acquisition of Microfiche equipment and during 1983, many files will be recorded using this equipment. The filing cabinets are slowly being removed from the Records Storage area as a need is found for them in other departments. As the cabinets are relocated, steel shelving is being erected with files being placed in less expensive filing boxes with the contents and placing of the boxes carefully recorded. Storage by using steel shelves and file boxes increases the capacity of the existing Records Storage area and makes retrieval much faster.

Work is nearing completion on the re-programming of the Radio Shack TSR Computers in order to quickly find resolutions of council. Increased use of this electronic filing system greatly reduces staff time involved in searching past resolutions and retyping them. There is an ongoing demand for certified true copies of past resolutions of council and proper utilization of the computer will improve the level of service being given to other departments.

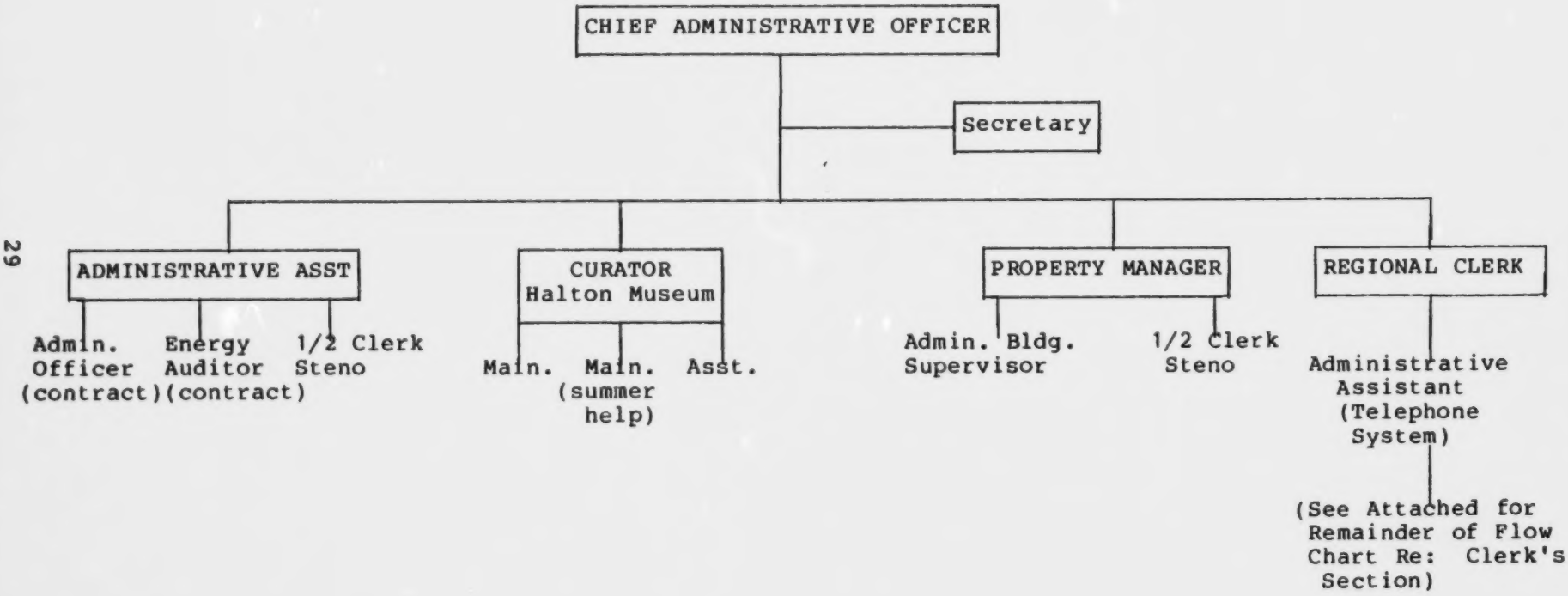
Clerk's Section

The Clerk's section continues to attend all committees of council and the council meeting to record the resolutions. In excess of 200 meetings were attended during 1982. Agenda preparation for each of those meetings is a function of this section.

Additionally, the Clerk continues to work with other departments for projects being constructed under The Local Improvement Act.

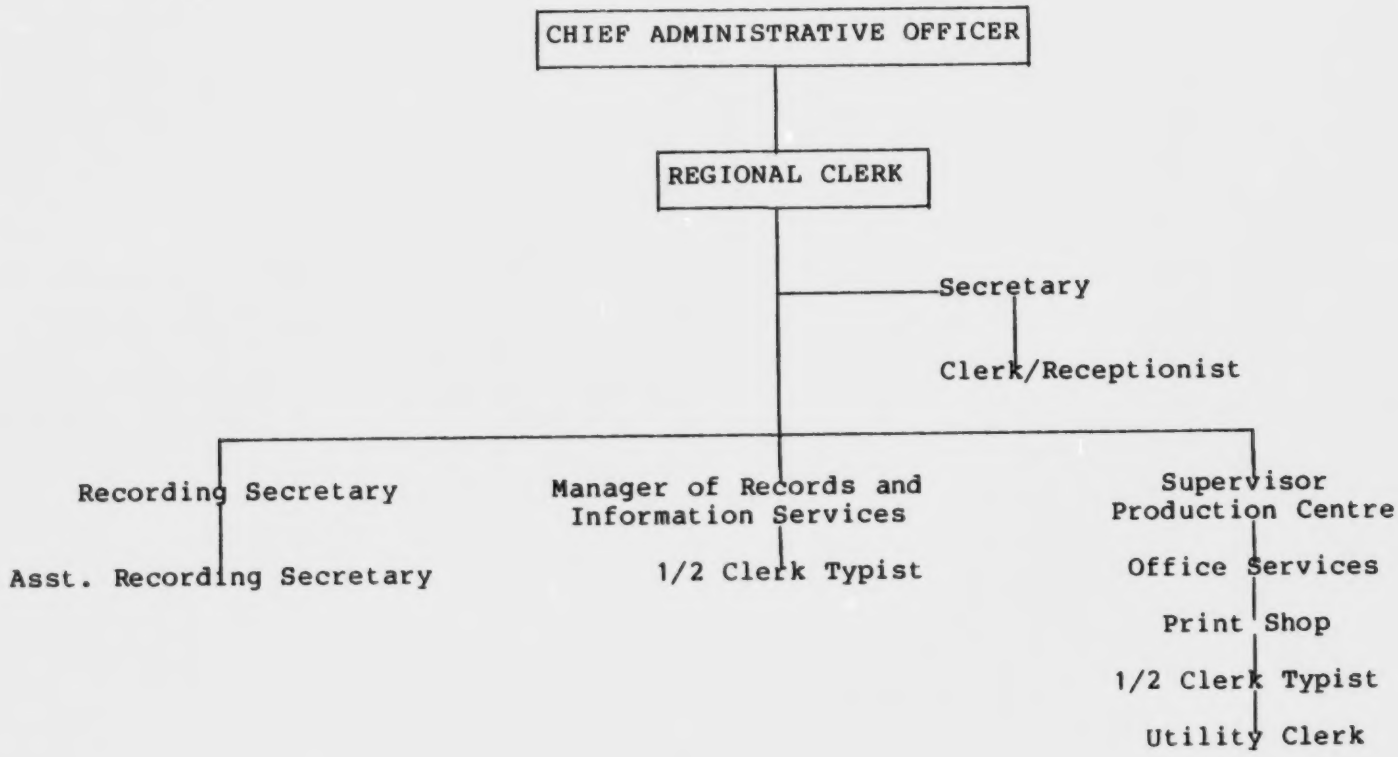
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

ORGANIZATIONAL CHART 1982



OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

ORGANIZATIONAL CHART FOR CLERK'S SECTION - 1982



DEPARTMENT OF BUSINESS DEVELOPMENT

DEPARTMENTAL ACTIVITIES REPORT

FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

MATTHEW FISCHER C.I.D.
DIRECTOR OF BUSINESS DEVELOPMENT

DEPARTMENT OF BUSINESS DEVELOPMENT

REPORT OF DEPARTMENTAL ACTIVITIES

JANUARY 1 - DECEMBER 31, 1982

1. NEW BUSINESS DEVELOPMENT ACTIVITY

i) Co-op Business Development Advertising Program

The Business Development Department, this year, received support from each of the area municipalities in the development and financing of an expanded business development advertising program.

Based on discussions held with the area C.A.O.'s late in 1981, an agreement was reached wherein each of the area municipalities would contribute $10,000 to the Department's $40,000 Advertising Budget creating a total of $80,000 for advertising the Region and the four municipalities as a location for industrial development.

The booklet entitled "COOPERATIVE BUSINESS DEVELOPMENT ADVERTISING PROGRAM", which was distributed to Council members, both local and regional, details the media used and the advertisements that were created for this program.

ii) Halton Report - Direct Mail Newsletter

A quarterly newsletter entitled the "Halton Report" was introduced in January of 1982 with subsequent issues distributed in April, June, and early October.

From an initial mailing list of 5000, the "Halton Report" is now distributed by postal walk to all non-residential addresses in the Region (approximately 6500) plus a mailing list of 3500 businesses and institutions outside of the Region, for a total distribution of 10,000.

The Halton Report contains news and information about local manufacturers and service companies plus stories depicting the unique features and lifestyle of various parts of the Region which contribute to our attractiveness as a location for investment.

iii) Initial Contacts

As a result of the Co-op Advertising Program and the "Halton Report" the inquiries for information received by the Business Development Department have almost doubled since 1981.

Inquiries received number 1154 (approx. 96/month) and have been broken down as follows:

Inquiries about Halton generally:	837	or	72.5%
Specific questions about Burlington	75		6.5%
Halton Hills	41		3.6%
Milton	61		5.3%
Oakville	140		12.1%
TOTAL	1154		

Of this group the more serious inquiries by prospective businesses are isolated and a red "project file" opened in their name. The new project files number 153 for the twelve months of 1982 or 13.3% of the total inquiries, and are distributed as follows:

General	67	or	43.8%
Burlington	22		14.4%
Halton Hills	13		8.5%
Milton	17		11.1%
Oakville	34		22.2%
TOTAL	153		

(N.B. General inquiries include those who have requested information about more than one community and/or have information on all four municipalities).

iv) Halton Industrial/Commercial Property DATA System - H.D.S.

After discussions with representatives of the real estate community and two major receptions at which input was sought from a broad cross section of this group, the Department instituted a Computerized Industrial and Commercial Property Data System, similar in concept to the Multiple Listing System commonly associated with residential real estate.

The system, known as the H.D.S., was launched on May 1 and has been well received by the real estate community. The System is designed to facilitate interaction between the realtors of the four communities in the Region and ensure that realtors in each community are aware of the industrial and commercial properties available throughout the Region.

A followup reception for realtors was held on October 14 at which time we received additional input from the realtors on the effectiveness of the Program and recommendations for improvement.

v) Publications

The Business Development Department produced two new publications in 1982 and updated and reprinted several others designed to provide prospective businesses the information they require in order to make an evaluation of the Region as a location for their plant or office.

The publications arsenal now includes:

Invitation for Investment - a comprehensive profile of the various factors which businesses regularly take into account when making an evaluation of a community.

(New)* **Community Profile** - an executive summary of the above, designed for responses to the more general inquiries the Department regularly receives.

Area Brochures - a collection of four pamphlets describing the lifestyles of each of our four communities.

Industrial Directory - listing in excess of 1200 manufacturers, distributors and related services operating within Halton Region.

(New)* **Coop Business Development Advertising Program** - a brochure describing the advertising and other programs operated by the Business Development Dept. and distributed locally to Council members and Chambers of Commerce and used as a hand out at various functions such as speaking engagements.

The Business Development Department was very pleased to capture honours at the Annual Literature Awards Competition of the Industrial Developers Association of Canada for two of the above publications: Area Brochures taking Best of Class, and Invitation for Investment taking Superior (2nd place) in the Pamphlets and Community Profiles categories respectively.

The competition is staged annually by I.D.A.C. and is open to communities, regions, utilities and provincial governments across the country. This year there were 84 entires in 8 categories.

2. SUPPORT TO EXISTING BUSINESS

i) Industrial Directory

The Department annually surveys businesses in Halton to update the "Industrial Directory" and utilizes the survey questionnaire to collect other valuable information from these firms to assist in the development of new programs and services.

This year additional questions asked helped us pinpoint the year in which existing companies were established in the region (to aid us in determining the maturity of the manufacturing base) and the extent of exporting products and services among existing businesses. The export information assisted us in the development of programs to encourage export and trade development among Halton manufacturers which offers significant growth potential for our existing business sector.

The Industrial Directory is distributed free of charge to all Halton manufacturers in order to promote the purchasing of products and services locally, thereby improving the sales of existing companies and replacing imports from other parts of Canada and abroad.

The Industrial Directory for 1983 contains listings on approximately 1440 companies (up from 1200 in 1981).

ii) **Plant Visits**

The Business Development Department regularly contacts existing businesses in order to learn more about their operations and the problems which may be affecting their growth potential.

In 1982, 84 companies were visited by the Department. These firms were identified from the previous year's survey as those anticipating an expansion within the foreseeable future. Unfortunately, the pressure of the increased new business inquiries has been a drain on the Department's manpower resources and the number of existing industry contacts is below the target we set for ourselves.

iii) **Support to the Chambers of Commerce**

The staff in the Business Development Department take an active role in the committees and programs of the five area Chambers of Commerce.

A partial list of some of the more notable activities includes:

-active membership in all Chambers in the Region

-committee participation on the Business Development Committee of the Burlington Chamber; the Voice of Business Committee of the Oakville Chamber; the Trade Development Committee of the Oakville Chamber.

-involvement in the Small Business Management Development Program of the Ontario Ministry of Industry and Trade which was run in Burlington and Acton this year (plans call for the program to run in Georgetown and Milton in 1983)

-support and involvement in the Halton Industrial Training Advisory Committee to identify critical skills shortages in the Region and develop training and apprenticeship programs at Sheridan College to address those shortages.

-support to the North Halton Tourist Association, a new association composed of tourist facility operators who have come together to promote increased tourist traffic in the Milton and Halton Hills areas.

-advice and consultation to the Business Improvement Areas in Halton (downtown cores) based on previous experience in the management of a B.I.A.

-membership on the Board of Directors and Executive Committee of the Niagara Mid-Western Ontario Travel Association known as Festival Country.

In addition the Department has made recommendations and offers of support to the Halton Region Chambers of Commerce in an effort to improve the profile and influence of this important group. Particular emphasis has been placed on the joint development of a Regional Industrial and Trade Show as a desirable project for the Chambers of Commerce to take on.

3. BUSINESS ADVISORY COMMITTEE

Since its formation in late 1981, the Regional Business Advisory Committee has been very active. The Committee meets monthly with the Director of Business Development acting as Chairman Pro Temp. The Committee has been particularly helpful in providing the Mayor's and the Business Development staff an insight into the problems being experienced by business, especially the behind the scenes background information.

Some of the topics which the B.A.C. has studied are:

-the proposed industrial/commercial lot levies, which input has contributed to the report prepared by the Director of Business Development and the Director of Finance.

-a review of the Region's Economic Strategy and updating of various program tasks and targets.

-the subject of Extended Area Service from Bell Canada, which led to a report to Council on the proposed rate increase by Bell.

-an analysis of the problems affecting business today and discussion of recommended programs for the Business Development Department to pursue.

-a study of the situation surrounding the negotiations between the U.A.W. and the auto makers which led to the "Statement of Concerns" adopted by Council and circulated to various agencies and governments in Ontario.

The Business Advisory Committee will be making recommendations to the new Council on its structure and terms of reference. This Committee will prove to be of even more value in the future as the Committee members become more sophisticated and experienced in the matters at hand.

4. EXPORT DEVELOPMENT PROGRAMS

The Business Development Department received Council approval during the budget process to hire an additional Business Development Officer in December of 1982, and after a further review by Council in October proceeded with recruitment. The position was filled effective December 6 by Peter Bush formerly from Tridon International. The position is directed specifically at export development for Halton Companies.

Specific work programs for 1983 are still being developed but will include seminars and workshops for local manufacturers and individual consulting for companies requiring assistance at a more detailed level.

A Directory of Exporters is currently in production which will list all companies in Halton that are regular exporters.

The Business Development Department is working closely with the Ontario Ministry of Industry and Trade and the Federal Department of Industry Trade and Commerce in identifying local companies who can profit by participation in foreign trade missions. We will be assisting other companies with applications for financial assistance from the Federal Government to subsidize their market development activities abroad.

A more detailed outline of our Export Development Programs and the other planned initiatives is included in the paper entitled "OUTLOOK FOR '83" which was previously distributed for Council's information.

DEPARTMENT OF FINANCE

DEPARTMENTAL ACTIVITY REPORT

FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

Joseph Rinaldo

J.L. Rinaldo,
Regional Treasurer and
Director of Finance.

DEPARTMENT OF FINANCE

During the early part of 1982 new staff were hired to fill the remaining positions previously approved when identified in the 1981 Departmental Re-organization. Development of staff continues to remain a high priority in order to broaden the exposure of the individuals to Regional Government and develop depth in the Department.

A continuing emphasis has been placed on basic data integrity and the development of adequate management systems and controls. To this end much work has been expended on attaining the goals and objectives previously identified for the four Divisions of the Department. The provision of an adequate level of service to Council, C.A.O. and other Departments still remains the key objective of this Department.

Administration & Audit

Treasurer: Joseph L. Rinaldo, R.I.A.
Internal Auditor: Neil R. Hunter, M.B.A.

- The definition of goals and objectives for the Department was completed and the key activities for 1982 initiated.

- Good progress was recorded in those areas where control weaknesses were previously identified. In many cases complete solutions have been implemented and work has commenced on the documentation of existing procedures.

- A prioritized Systems Plan for 1982 was prepared by the Regional Systems Development Steering Committee (chaired by the Regional Treasurer).

- Much effort was devoted to preparing a plan for the future direction of the Operating and Capital Budgets for the Corporation (which subsequently received Council approval).

- The 1981 Financial Statements, the first to be completed entirely by Regional staff, were filed with the Province in early March, 1982. Halton was the first Municipality to file with the Province this year.

- Management Comments and Action Plans were prepared in response to the 1981 Financial Statement Audit Management Letter. The Audit Management Letter was

Administration & Audit (cont'd.)

presented by the Regional Treasurer and External Auditors to the Audit Committee (of Administration & Finance) for discussion and information.

External Audit Support

- Support was given by the Internal Auditor to the External Audit team during the Financial Statement Audit process. This included performing much of the compliance testing in the areas of payables, capital, payroll and inventory.

- A major Internal Audit review of the Capital Projects System was performed. This allowed documentation and evaluation of the existing system and the identification of areas for potential improvement, which were subsequently reported to management.

Cash Management Review

- Performed a comprehensive review of the Cash Management function. This audit examined the internal controls in the system, verified the accuracy of the accounting records and ensured that all transactions complied with statutory requirements. Subsequent recommendations suggested improvements to strengthen the system.

- Other areas of involvement by the Internal Auditor included:

  (a) participation in the development of the Master Servicing and Financing Scheme for Oakville development.

  (b) review of enhancements to existing systems for adequacy of internal control (e.g. Payroll RJE System).

  (c) preparation of written procedures for the Finance Department activities in the Capital Fund.

- A detailed five-year plan for the Internal Audit function was prepared. This will ensure adequate reviews of Financial and Management Systems will be done on a regular basis.

Accounting & Systems

Manager: Cecil Mascarenhas, R.I.A.

Accounting

- prepared the 1981 Audited Financial Statements and essential working papers.
- presented the highlights from the 1981 Audited Financial Statements in the local newspapers for taxpayers' information.
- assisted various departments with the preparation of year-end program settlements and Statement of Revenue and Expenditures in order to meet Provincial filing requirements.
- continued the improvement in integrity of data in the Region's Financial Systems.
- improved and documented various operating controls and procedures for the Accounts Payable functions.
- The 1982 Year-end Plan has been prepared and discussed with External Auditors and is now being followed in accordance with plan.
- formal data processing schedules are now prepared and have resulted in timely production and distribution of monthly financial statements.

Systems Development and Operations

- A Budget assembly package has been prepared, which will facilitate the 1983 and subsequent years budget preparation process.
- Programming has been completed on the Technical Documentation Management System which provides a computerized index and register of technical drawings. Microfiche is being utilized to present this information in a reduced size format to Public Works. Staff are currently involved in the programming of two additional reports.
- A computerized Trust Accounting System has been installed in Halton Centennial Manor. The installation of the micro-computer, along with the testing and debugging of programs is complete. Documentation has been revised in order to meet required stanards.

Systems Development & Operations (Cont'd.)

- The Payroll/Personnel System is under conversion to the Royal Bank's expanded Payroll Package, and to remote job entry mode. Staff have been trained and parallel runs have been made to ensure data integrity. The pay of October 8th will be first running under the new system. Additional modifications/enhancements will be made during the next few months.

- Programming changes have been made in Sewer and Water Revenue model, to improve its usefulness and to facilitate more accurate forecasts.

- A Hardware Evaluation Study, aimed at identifying Halton's data processing needs and recommending a preferred solution, was completed. The planning and implementation of the hardware, including the conversion of existing systems, was in process at year-end.

- Design work has commenced on the Subdivision Development System. This System will automate the accounting and financial reporting arising from the Master Servicing and Financing Scheme.

- The need for an improved Financial Information System has been identified. Users have been interviewed with respect to their needs in this area and a review of available software packages has commenced.

Budgets and Finance

Manager: James D. Stewart, C.G.A.

- The 1982 Operating Budget in the amount of $53.393 million and the 1982-86 Capital Budget and Forecast in the amount of $196.076 million were completed and approved by Council in April, 1982. The O.M.B. Quota for the Region and Area Municipalities was approved in June, 1982.

- There were two debenture issues for the Region and Area Municipalities sold in 1982. The first, a $7,000,000 U.S. Issue was placed in March. The second Issue, $7,000,000 Canadian, was placed in September.

Budgets and Finance (Cont'd.)

- Monthly variance reporting from Regional Departments to Finance Department commenced in June. Financial reporting to Council commenced with reports on results at the end of May, and at the end of August.

- A review of various user rates and fees was undertaken in 1982. This resulted in revised Capital Contribution rates and the establishment of a late payment penalty on overdue accounts.

- Preliminary discussions and draft proposals for the re-negotiation of O.H.A.P. loans commenced. Discussions are continuing and a solution is anticipated in the Spring of 1983.

- The following policy documents were researched and prepared and adopted by Regional Council:

    (a) Sewer and Water Policy Options.
    (b) Operating and Capital Budgets: Future Directions which included guidelines for the assembly of budgets.

- The program of cash management commenced early in the year with the hiring of the Cash Management Officer. This program has resulted in increased interest earnings and has reduced costs of borrowing. Detailed cash flow analyses to predict timing of cash inflows and outflows has commenced.

- Commencing with the employment of a Development Officer early in the year, development-related matters now are adminstered on a full-time basis. The implementation of a user fee has resulted in complete cost recoveries to date for this function.

- The Senior Policy Analyst is now preparing draft reports respecting the Master Servicing Scheme in Oakville, and in conjunction with the Public Works Department, is preparing a report to assess the Region's participation in an Energy from Waste Project being considered by the Region of Niagara.

Other Developments

- Operating and Capital Budget presentations were aided by the usage of MACRO presentation methods. Automated Budget Assembly assisted the Department with the presentation of detailed and summary budget reports.

Other Developments (Cont'd.)

- The 1983 Utility Budgets for Water, Sanitary Sewer and Landfill, along with the 1983 user rates for these services were prepared and approved by Regional Council in December, 1982. Five-year Utility, Operating and Capital Budgets were prepared at the same time. Approval of these Capital Budgets is anticipated in the New Year.

Purchasing and Stores

Manager: Roy Higgins, PP., CPPO.

- The Purchasing Division handles all purchasing for the Regional Municipality, its Boards and Commissions and the Regional Police Force. This includes the acquisition of operating supplies for Departments and Capital Project Contracts.

- As in previous years the Division has been involved in a co-operative purchasing program with Area Municipalities, the School Boards, Halton Region Conservation Authority, Hospitals, Hydro Electric Commissions and other agencies. The value of these co-operative purchases exceed $2 million each year.

- In 1982, the Purchasing Division issued 6,746 Purchase Orders, sent out 57 written Requests for Quotations and called 55 Tenders for various items and equipment.

- The Insurance Policies for all Regional properties were reviewed for adequacy of coverage. This resulted in the updating of property values and awarding a contract for insurance reflecting these increased values. It is anticipated that the insurance contract will be tendered in 1983.

- There has been some re-organization in the set-up of the Stores. A new centralized stockroom has been created at 2316 South Service Road, Oakville, incorporating the stock from the Burlington Water Pollution Control Plant and the Oakville offices, Speers Road.

- Assistance was given to the Police Department to set up a Quartermaster Stores in their Oakville Headquarters and early in 1983 it is anticipated the completion of the re-organization of the Stockrooms at the Halton Centennial Manor. The organization of these Stores locations provides the potential for cost savings through more efficient control over inventory levels.

DEPARTMENT OF PUBLIC HEALTH

DEPARTMENTAL ACTIVITIES REPORT

FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

PETER N. COLE, M.D.,
MEDICAL OFFICER OF HEALTH.

The activities are detailed according to the major responsibilities in the role of the Medical Officer of Health.

1) Management of the Health Department

The programs and services of the Health Department were reviewed in a number of ways. First, the policy and levels of service review process continued in 1982 and completed the cycle of review of programs and policies. Also, the senior staff in the department met for a half day at the Halton Hills Centre to begin a process of needs identification. This continued on a monthly basis at the regular senior staff meetings. Both internal and external needs were priorized and will serve as the basis for planning for program changes in the future along with program evaluation.

In view of the increasing demands on staff and the limited resources available during these times of restraint it was necessary to reassess the assignments of staff to various programs. With this in mind the assignment of community health nurses in the schools and of the dental health educators was reduced in order to make the workload on existing staff more realistic and to maintain quality of performance in the various program responsibilities.

2) Epidemiology

A communicable disease control program was formalized in order to improve the department's ability to identify and follow communicable diseases. The Birth Control and V.D. Program was consolidated with the new clinics in Burlington and Oakville moving into full operation for both birth control and venereal disease services.

3) Consultant in Community Health

The Medical Officer of Health continued to serve on the Infection Control Committee in Georgetown District Hospital and Joseph Brant Memorial Hospital. Consultation on an ongoing basis was provided for physicians in the community especially in the area of communicable diseases.

4) Public Health Practitioner

Direction was provided for all services that promote and maintain community health in the Region.

5) Health Advocacy

A number of issues were identified through consultation with the community and the Medical Officer of Health prepared reports to council recommending action on a number of issues. These included advocating a fair program of compensation for home owners with urea formaldehyde foam insulation and the development of an information pamphlet for the public concerning UFFI, the harmful effects of smoking which led to a smoking policy for our Regional employees, the promotion of a health day for Halton, and the need for a standardized approach to fees and bed allocation in rest homes.

6) Research

A proposal was prepared in cooperation with the District Health Council for a community health survey which will serve as the beginning of the development of a health promotion plan by the District Health Council for the Region. This proposal was submitted to the Ministry of Health under the special projects funding program available through the District Health Council.

7) Teaching

The Medical Officer of Health lectured on a number of occasions at the University of Toronto in the undergraduate program and in the Masters in Health Sciences Program. He served as Co-Chairman of the Ontario Public Health Association Conference Committee in planning for the session in October, 1982. Also, he organized a seminar on the quality of drinking water with a number of experts brought to Halton to present to Medical Officers of Health and Chief Inspectors interested in the issue of contamination of the drinking water espescially as it relates to the Niagara River.

As well, along with the Director of Community Health the Medical Officer of Health has been meeting with officials of McMaster University to explore the possibility of the development of a pilot project for a teaching health unit in Halton. This concept would allow for a more significant involvement by health department staff in providing a true public health perspective in the training of medical and nursing students at McMaster.

Conclusion

1982 provided an opportunity to consolidate certain changes initiated the previous year by the Medical Officer of Health. During this period there was a formalization of the program evaluation and needs identification process and an augmentation of the roles of epidemiology and health advocacy.

Respectfully submitted,

Peter N. Cole, M.D.,
Medical Officer of Health.
/mc

Being short one Dental Educator for the past year, we completed our complement of staff to six in September.

Dental rinses were conducted in the schools to June. With the equipment restored at the Waterworks by September, we resumed our regular program of Oral Hygiene Instruction and Topical Fluoride applications.

As there is a shortage of the type of fluoride used in the water system, Burlington is not at present supplying fluoridated water to the residents in South Burlington. Until this is corrected the Dental Department is offering F.R.I.C. (fluoride rinse instructional clinic) to parents and supplying them with a container of fluoride rinse to use in the home.

	1981	1982
Number of children given oral hygiene instruction in the schools:	34,453	37,509
Number of children receiving gel fluoride applications:	24,661	23,465
Number of children participating in brush-ins:	456	178
Number of children participating in continuous rinses:	14,477	1,243
Number of classrooms visited	1,150	1,399

Other activities:

Nursery Schools, Day Care Centres, Brownie and Scout Camps

High School Special Groups, Senior Citizens

Parent and Library Groups, Y.M.C.A.

Dental Health Week and Health Awareness Displays, Mall Displays

Career Day in Schools, Display Open House in Schools

In conclusion, we are glad to report that there is a continuing decrease in the incidence of dental disease in school children in the Region and a more positive awareness of good oral hygiene practices. We note a growing awareness to the benefits of fluoride.

Respectfully submitted,

Samuel M. Green, D.D.S., D.D.P.H., F.R.C.D.(C),
Dental Director
/mc

Formaldehyde Testing Program

The formaldehyde testing program is now virtually complete. We still have a few home owners who wish to avail themselves of our testing program and of course, for those who wish assistance, the testing will be done. It is disappointing that many of those with formaldehyde insulation will end up with a heavy financial loss on the removal of the formaldehyde and the retro-fitting with regular insulation.

Concern has been expressed regarding the danger of carbon monoxide poisoning emanating from chimneys in homes converted to natural gas and other forms of heating. I expect there will be some activity by our department in this connection, in fact, a test was done in a Halton Hills residence at the writing of this report involving a home where three people were taken to hospital. Significant carbon monoxide levels were found in this residence, and our Inspector was able to give useful advice. Our testing equipment is able to test for carbon monoxide as well as carbon dioxide levels in the air.

Hydrogeological Studies

During the early part of this year, home surveys were carried out in the communities of Alfred Harris Gardens and the village of Campbellville. These surveys were performed in connection with Hydrogeological Surveys which the Region of Halton is carrying out in all developing communities which are served with wells and septic tanks. I might say that the worth of these studies was proven in the village of Campbellville, for ground water conditions were made known which will materially affect future development and which could have been very significant in the health of this community.

A further six communities were investigated this year. Some of these studies at time of writing this report are as yet incomplete. As yet, it is expected that these studies will be of greater significance in the development of a safe environment in these communities.

Complaint Investigation and Fixed Establishment Inspections

Our program of complaint investigation and fixed establishments repeating inspection were carried out in reasonable completion although the population growth, coupled with no increase in staffing, is having its effect in somewhat briefer inspections.

For 1983 we are anticipating a cutback in the frequency of inspections in eating establishments where previous inspections indicate a high level of sanitation. Other minor deletions from the program may also be necessary.

Enforcement - Minor Offences

Both the Ministry of the Environment and the Ministry of Health are working slowly towards the implementation of this useful tool of Enforcement.

Public Education

Successful food handlers and swimming pool operators courses were held in three geographical locations this spring. During the fall of the past year, the food handlers courses were repeated. The acceptance by those attending was very good and we intend to continue this very worthwhile program. We are also offering food handlers courses on individual premises of a day's duration or somewhat lesser period of time at the request of the management. Any reasonable request will not be refused.

Heating By-law

For some time we have co-operated with the City of Burlington and the Town of Milton in providing the needed inspections for local heating by-laws. Particularly in Burlington, this has been a time consuming program. During 1982 we were asked by the Town of Oakville for similar assistance and have just been advised that the Municipal heating by-law has been passed. I do not know what work load this will entail, but it should be less than in Burlington.

Sludge Dumping

Due to increased public concern regarding the dumping of Regional sewage sludge, a joint inspection program has been initiated between Public Works and the Health Department. Each potential dumping site will be visited jointly by representatives of each department, and permission to dump sludge will only be granted when all concerns are met.

Rural Sewage Disposal

During 1982 the number of septic tanks inspected was much less than in previous years. This reflects the general down turn of the house building industry. Fortunately, the Ministry of the Environment completely covered the deficit and we have received complete remuneration for this program.

I do not know whether there will be changes during 1983 in the basic Provincial funding of this program. For the time being, however, the Ministry of the Environment has certainly asked us to continue the program, as we have done in the past.

Respectfully submitted,

G.V. Sullivan, C.P.H.I.(C)
Chief Public Health Inspector

GVS/jeg

M.O.H. Orders

1981	Burlington	4	
	Oakville	2	
	Milton	5	
		11	All Orders complied with

M.O.H. Orders

1982	Burlington	4	
	Oakville	2	
	Milton	5	
		11	10 Orders complied with 1 Outstanding - Milton

Formaldehyde Testing

1982	Burlington	27
	Oakville	12
	Milton	19
		58

Rural Sewage Disposal - Private

	Subdivision Lots	Land Severances Lots (Including NEC)	Certificates of Approval
1980	7	267	168
1981	154	215	177
1982	17	203	96

C.A.P.H.I.S. STATISTICS - Activity by Program

PROGRAM:	NO. OF INSPECTIONS 1981	1982
Demand Services	3,367	3,668
Food Control	6,561	6,217
Drinking Water Systems	1,105	1,006
Communicable Disease and Epidemiology	1,248	876
General Sanitation	532	538
Recreational Sanitation	719	689
Housing	310	150
Hospitals - Schools - Institutions	167	181
Occupational Health	6	20
Land Control	771	732
Public Health Education	235	232
Support Services	345	501
Professional Development	103	53
Administration	293	403

SAMPLES:		
1. Food	122	111
2. Housing	115	80
3. Odours	277	255
4. Milk Samples	145	122
5. Other Dairy Samples	35	80
6. Restaurant Swabs	142	350
Municipal Water Samples	902	969
Private Water Samples	726	1,215

/be

COMMUNITY HEALTH DIVISION

1982

The dynamic nature of community health was evident again during 1982. The need to respond to the needs of the community and legislated directives with restraint budgets demanded constant planning and evaluation. A brief review of the highlights in the community health division will demonstrate these factors.

During late 1981 and early 1982, it became very difficult to recruit nursing staff. This resulted in a decrease of service in all areas including reduction of the nursing time in school. In order to alleviate the problem, a refresher course was offered by the Director of Nurses for nurses who wished to return to work but who had not worked for the past five years. Five public health nurses completed the course and four accepted full time employment with the Health Department. This approach to recruit staff had not been used in Ontario before and proved to be very successful.

In September, the Health Department had a full complement and was able to resume all previous services. The addition of one nursing supervisor in January improved communication and increased the ability of the unit to ensure that nurses were not only offering safe but effective and efficient care.

Increased requests for service were evident in many areas. Two examples include an increase of 300 persons attending prenatal classes in 1982 from 1981 and an increase of 600 elderly citizens who participate in the nursing assessment clinics.

As well as increases for present services, a number of new programs were initiated or planned.

Chronic Home Care became a reality in Halton in September. As a result, many needy clients received nursing service, homemaking, physiotherapy and occupational therapy in their own homes. One important aspect of this program was that seniors were able to remain in their home longer before being admitted to an institution.

The Family Planning Clinic in Burlington expanded in January to include venereal disease control. A similar clinic was opened in Oakville where early attendance reinforced the identified need.

In September, the Ministry of Health announced that there would no longer be a tuberculosis clinic and follow-up program in Ontario. As of December, all chest clinics were discontinued.

Tuberculosis cases, contacts and suspects were referred to their family physicians for treatment and follow-up. The role of health department staff is now to ensure that treatment or contact investigation is complete and to provide required medications.

cont'd....

COMMUNITY HEALTH DIVISION

1982

Communicable disease control is an ongoing responsibility for all health departments. In 1982, with added secretarial staff, the co-ordination of reported communicable diseases and their follow-up became more co-ordinated.

The Act to Protect the Health of Pupils in Schools, BILL 142, was passed in June. This legislation calls for compulsory immunization for all students. Although the rate of pupils immunized is high in Halton, the legislation will ensure an even higher rate and the only exemptions will be for religious or medical reasons.

The need for community mental health programs continued to grow. In September 1982, a nurse attachment program was initiated with a psychiatrist. This program will be evaluated in order to establish whether community nursing follow-up is effective in increasing work productive days and/or reducing hospital stays.

The need for more services to the elderly and their families in the management of care in the home, assessment and placement services and family support continued to be evident. These needs should be addressed as soon as possible.

During June, July and August 1982, the Health Department sponsored three students from the Federal Government Summer Canada project. Much of their time was spent creating promotional displays, cataloging pamphlets, indexing library resources and setting up the intake nurses station and supplies. They were hard-working, creative students who were a welcome addition to the department. Each of them said they benefited from their experiences and would find it useful in their future careers in nursing, medicine and occupational therapy.

A research project funded by the Federal Government provided the nursing staff with four in-service programs on geriatrics. The long term benefits of these programs will be monitored.

In September of 1982, the Director of Nursing accepted a joint appointment with the University of Toronto in the Master of Science (Nursing) program in Community Health. This new direction will help to bridge the gap between education and service and has increased the consultant help available to health department programs.

Nursing students from the University of Toronto, McMaster University and Ryerson Institute of Technology were accepted for field experience in Halton. They provided challenge and stimulation to the staff and were afforded a realistic opportunity to practice nursing in the community.

Respectfully submitted,

Dorothy Craig
Director of Community Health

DC:nm
February 1983

S T A T I S T I C S

	1981	1982
Home Visits		
New	4,448	4,280
Return	11,285	12,570
	15,733	16,850
Prenatal Classes		
No. classes	282	303
Attendance (mothers and fathers)	5,512	6,778
Parenting Classes		
No. classes	87	30
Attendance	733	270
School Program		
No. students seen by nurse	37,633	33,478
Elementary	15,392	10,481
Secondary	22,241	22,997
Reasons for contact		
Prenatal	44	50
Postnatal	11	4
Mental Health	946	613
Medical/Surgical	11,060	10,336
Communicable Disease	1,566	2,431
Health Promotion	23,986	19,970
Post Abortion	2	4
Family Planning other	18	70
	37,633	33,478
First Aid	3,247	2,996

COMMUNITY HEALTH DIVISION 1 January - 31 December, 1982

	1981	1982
Hearing Screening		
No. clinics	331	408
No. individuals screened	9,708	10,731
Vision Screening		
No. clinics	319	381
No. individuals screened	11,430	11,766
Preschool Registration		
No. clinics	109	82
Attendance	2,556	2,124
Geriatric Clinics		
No. clinics	181	222
Attendance	2,804	3,442
Immunization		
No. clinics	283	319
Attendance (students, adults and at risk employees)	13,759	17,238
A.D.A.P.T.		
No. group sessions	90	115
Attendance at sessions	643	848
Home visits	323	157
Home Care		
Total Admissions	2,239	1,865
Hospital	1,567	1,200
Community	672	665

	1981	1982
North Halton Mental Health Clinic		
Active cases	225	196
Discharged cases	186	116
Consultations	55	38
Tuberculosis		
No. chest clinics	78	63
Attendance	630	420
No. of New Active cases	8	6
Reactivated	3	2
No. patients on T.B. medication	26	26
Family Planning		
No. clinics	51	102
Attendance + office visits	1,336	1,291
Post abortion visits	87	185
No. telephone requests for counselling	950	580
Birth control and VD education sessions	85	140
No. students	2,819	3,578
Parent-Infant Program		
No. infant cases referred	84	65
Active cases	57	46
No. visits made	1,039	849
No. parents attending parents' groups	N/A	96
No. of persons reached thru' presentations by P.I.staff	N/A	207

LAW DEPARTMENT

DEPARTMENTAL ACTIVITIES REPORT

FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

MR. K. S. ANDERSON
REGIONAL SOLICITOR

LAW DEPARTMENT

January 1st, 1982 to December 31st, 1982

	December 31st, 1982	December 31st, 1981
LITIGATION SERVICES		
1. Administrative Tribunals	73	63
2. Civil & Court Prosecutions	52	38
3. Insurance Counsel	106	40
AGREEMENTS & DEVELOPMENT SERVICES		
1. Development & Servicing Agreements	67	40
2. Service Agreements, Licences, Leases	120	142
3. Compliance/Municipal Information Letters	605	1,000
REAL ESTATE		
1. Conveyances, Easements, Leases	81	46
2. Searches, Registrations	145 approx.	100 approx.
SOLICITORS' SERVICES		
1. Opinions & Research	700	495
2. Bylaws	165	130
3. Legislation Report and Drafting	6	N/A

ACTIVITY REPORT 1982

Ending December 31st, 1982

LAW DEPARTMENT

OVERVIEW

As you will recall the Law Department is responsible for four distinct areas as follows:

1. Advising Council, staff and Police Board on all matters of legislation, law and procedures;

2. Drafting of legal documents including Resolutions, By-laws, Contracts, real estate materials, Expropriations and litigation materials;

3. Representing the Regional Council, Departments and Police Board in negotiations, enquiries, presentations, litigations, and bargaining as requested;

4. Preparing liaison and guidance on behalf of the Region with respect to private solicitors representing the Region, Insurance Companies, Workmen's Compensation Board, etc.

Due to the recent arrival of both the Law Clerk and the Solicitor within the department at the commencement of 1982 and the later replacement of an existing secretary and the creation of a new secretarial position, there has been a departmental emphasis on standardization of procedures, training and staff upgrading.

Additionally, the Department has introduced the use of Word Processing and is completing a program of staff training, organization and identification of Word Processing procedures in an effort to expedite materials within the department.

GENERAL ADMINISTRATION

The number of by-laws requested of the Law Department throughout 1982 has remained at about the same level of assigned by-law numbers. However, there is an increase in the number of items contained on the General Signing By-law due to the adoption of procedures which allow a wide range of previously standarized materials to be adopted within a

General Signing By-law and due to the increasing regularization of assigned agreements for externally purchased services. The number of Committee Reports generated from the department has declined from approximately eleven per month to nine per month. This is viewed positively as since it reflects a proactive and preventive approach to the processing of the every day affairs of the Region through increasing reliance upon inter-departmental liaison. A good example of this method is the success of the Administrative Development Committee. As a result of these processes the various problems being addressed would more normally be given a "lead role" within another department prior to becoming a problem which would generate a Law Department report.

The Law Department has been actively promoting and working upon three pieces of draft legislation related to landfill, front-end financing and special discharge agreements. Additionally the Regional Solicitor participated within the special working group of the municipal section of the Canadian Bar Association to ensure that the municipal and regional viewpoint was presented with respect to the draft Planning Act. The Regional Solicitor has also liaised with the Ministry of Municipal Affairs and Housing to review and comment upon any changes which would be proposed to the Regional Municipality of Halton Act.

DEVELOPMENT/REAL ESTATE

Although the quantity of Subdivision Agreements has declined somewhat in 1982, nevertheless the Law Department has been actively participating with the C.A.O.'s Office and the appropriate regional departments to negotiate major development agreements with such developers such as Rosart, Costain, Anprop, and Iroquois Ridge. There has been an increase in the number of small developments relating to infilling, Land Division Committee consent, etc.

Despite increased property disposition, the turnaround time for property acquisitions for sales, purchases, leases, easements and licenses has reduced from an average of three and one-half months to being well within sixty days to close the transaction. This has avoided expropriations on such projects as Trafalgar Road, in Halton Hills (Georgetown), and thereby reducing significant expenditures on expropriations. Similarly, within the expropriation

process, the turnaround time for settling those files that can be settled has been significantly reduced and costs for various sophisticated stages of expropriation have been thereby avoided. An increased property acquisition program for Derry Road (two phases), Trafalgar Road, Steeles Road and Mountainview Road has occurred to date.

In order to accomodate the most recent concerns of the Registry Office and to continue to expedite the real estate material, there has been a redrafting of the standard easement and license materials and these have been placed upon the Micom Word Processing System together with other standardized real estate documents.

Additionally, to meet the requirements of the Corporate Plan for a central property registry system, a project was completed utilizing the placement of a Law Clerk student. This student prepared for a comprehensive program of identification for regional property commencing with the regularization of various large Regional properties such as water plants and sewage treatment plants. The results of this program are currently being evaluated together with the user Departments.

Major leases such as that for the new Public Works Building and for the former nurses residence at the Halton Centennial Manor, negotiations and arrangements for transfer of the Police Building in Oakville, and for transfer of the Milton Jail Complex have all been completed during this term.

Although the number of standardized "compliance letters" requesting information specifically about a Registered Subdivision Agreement has decreased somewhat during the period, the number of requests for general municipal information as to levies, proposed local improvements, etc. has increased. The complexity of the information requested has increased, and the indication of reliance being placed upon these letters (to the point of suggestions of lawsuits) has increased. Therefore a shift from an average of 83 requests per month to approximately 53 requests per month belies the work content required for such documentation. In answer to the demands of the legal profession for such material the Regional Law Department held a Seminar in May

of 1982 for lawyers, real estate agents, councillors and other government staff to acquaint them with the various concerns of the Region which are evidenced within these compliance letters.

LITIGATION

O.M.B. Land Division Appeals have maintained a similar monthly average to that of the 1981 levels. However, there have been a number of "settlements" of regional concerns which resulted in no appearance at an O.M.B. Hearing but did require input from the Law Department both with respect to the negotiation and sometimes with respect to Agreements, Board Orders, etc. Additionally, there has been a rapid increase in the length of time spent at any one hearing. The average was approximately one-half day per hearing in 1981 and is now approximately one and one-half days per hearing in 1982 for these Land Division Committee Appeals.

Although other O.M.B. matters and administrative tribunals such as the Police Boards may average one and one-half to two days per session, there are a number of items such as Assessment Review Courts of which require a few hours per hearing and therefore there is an average of slightly less than one day per hearing for each of the various actions identified within Item No. 8. It should also be noted that of the seventy-seven administrative tribunals identified, no estimate has been given as to time for preparation which ranges from one-half a day to two days depending on the particular matter.

Attendance at such hearings as the Shell Hearing with respect to the Waterfront Plan and the Official Plan, the Walkers Holdings Hearing with respect to rezoning in the regional Official Plan (servicing concerns) and the Hearings of the Consolidated Hearings Board relating to Ontario Hydro are representative of the major thrusts of the Department. Because the Region has been completing a backlog of material such as local improvement reviews, there has been more Law Department representation. Similarly, the Law Department has independently undertaken to complete a backlog of Workmen's Compensation Board cases, and outstanding miscellaneous litigation and collection cases such as that of the Skyway Pollution Control Plant (centrifuges).

An interesting portion of work which has continued to increase for the Law Department has been that related to assisting the Police Board with such diverse matters as wrongful dismissal and discipline hearings. With passage of the new Human Rights Code in Ontario and the adoption of the new Constitution for Canada there has been previewed a more substantial role for the Law Department in providing assistance to the Police Board. Similarly there have been more challenges at Division Court level with respect to the general Welfare Assistance Act. Increasingly there are requests for advice and representation from the Law Department with respect to regional staff who have been subpoenaed as witnesses for various purposes.

The figures given relating to litigation represent case appearances and do not indicate the settlement of various issues which were undertaken without the necessity of attendance.

In order to keep Council more fully aware of the various litigious actions involving the Region (including those which are with the insurers) the Law Department undertook to produce a quarterly Litigation Report. To date three reports have been produced.

MISCELLANEOUS SOLICITOR'S WORK

The Law Department was requested to provide approximately twelve Special Service Contracts or other agreements per month in 1982 and this is approximately the same figure that was requested in 1981. The contracts include many non-standardized agreements for such items as the Police Towing Contract, particular licenses for Police and Public Works to utilize required facilities, Specialized Purchase of Service Contracts for the Social Services Department, agreements with sludge haulers, and special Discharge Agreements. Much of this material is being generalized and then being standardized upon the Micom Word Processor to make it more quickly accessible.

Miscellaneous opinions and research is provided to all departments, to Council and to individual councillors through the C.A.O.

Not reflected within this material is the time taken to review and comment upon proposed policy, process, criteria or problem resolutions. Also not identified are the formalized departmental responses to such activities as the Administrative Development Committee, the Steering Groups for the Sludge Program and Landfill Programs, and such day-to-day administrative groups as the space needs study, the Corporate Plan, etc. Finally, it should be noted that the Regional Solicitor has participated actively in external representation which is intended to expedite the work of the Department. This includes representation on behalf of the Region at the Regional/Area Solicitors' Meetings, the Regional Solicitors' Meetings and specialized meetings of such groups as the Canadian Bar Association.

Respectfully submitted

Kenneth S. Anderson
Regional Solicitor

KSA/pc

PERSONNEL DEPARTMENT

DEPARTMENTAL ACTIVITIES REPORT

FOR THE PERIOD OF

JANUARY 1st, 1982 to DECEMBER 31st, 1982

Dennis M. Camm,
Director of Personnel
and Labour Relations.

PERSONNEL DEPARTMENT

REPORT OF DEPARTMENTAL ACTIVITIES
January 1st, 1982 - December 31st, 1982

Each new year demands a significant commitment to renewed collective bargaining as well as a review of compensation plans for exempt and non-union employees.

Collective Bargaining

At the outset of 1982, we were experiencing intense activity in time required for Collective Bargaining. Time was required for every collective agreement and unionized employee group.

The Collective Agreement with the Ontario Nurses' Association representing Registered Nurses in Public Health expired at December 31st, 1981. The Negotiating Committees met on five occasions and finalized the terms for an amended collective agreement on March 10th, 1982, for a one year term.

Local 636 of the International Brotherhood of Electrical Workers represents outside workers in Operations and Maintenance Divisions of the Department of Public Works. The existing agreement had a term to December 31st, 1981. Negotiation meetings had been held during the latter part of 1981 with agreement being reached before year end for the changes for a new two year agreement. The ratification of the changes was in January with the Collective Agreement to December 31st, 1983 being executed on February 18th, 1982.

The Service and Maintenance Workers at the Halton Centennial Manor represented by the Canadian Union of Operating Engineers and General Workers had previously referred outstanding issues to a Board of Arbitration under the Hospital Labour Disputes Arbitration Act. Two agreements, one for full time workers and the other for part time workers expired at May 29th, 1981. Employees and the Employer in Homes for the Aged must settle differences by Arbitration rather than the strike-lockout provisions of the Ontario Labour Relations Act. The Brief for the Arbitration was prepared in the early part of the year and presented at the Hearing conducted on May 3rd, 1982. The Board's decision and award was received on September 22nd, 1982. By year end the Collective Agreement resulting from the Arbitration Award had not been executed by the Parties because of technical problems of interpreting or applying some part of the Award. All wage adjustments had been paid to employees in the Fall and wages advanced because employees had waited so long for their money.

The Staff of the Halton Region Children's Aid Society are represented by the Canadian Union of Public Employees. The existing collective agreement had a term to December 31st, 1981. We continued to provide assistance to management staff involved in negotiations. The Society and the Union successfully negotiated a revised one year agreement.

The Ontario Nurses' Association had been earlier certified to represent full time and part time Registered Nurses at the Halton Centennial Manor. At the new year, this matter was at the Conciliation Officer stage of the Ontario Labour Relations Act. A memorandum of settlement was signed by the Negotiating Committees on April 14th, 1982 for the terms of the first collective agreement for the full time nurses. A total of 12 negotiating sessions were held between the parties with many additional hours devoted to the process. The agreement will expire on November 20th, 1982. Negotiations for the part time continued, but the parties could not reach agreement and the difference appeared to be referred to Arbitration. The Provincial Government announced the Public Sector Compensation Restraint Program in September. It was then obvious that the Association could not achieve the objective for the Part time Group and a settlement was reached on October 7th, 1982. This agreement also expires November 20th, 1982.

Safety/Staff Training

An emergency evacuation procedure has been put in place which will deal with emergencies such as fire, bomb threats, and hostage taking. The procedure has been distributed to all departments and two drills were conducted this year, one recently in which Regional Council participated.

Through the services of the St. John's Ambulance, 34 Regional employees have received the Standard First Aid training certificate. This is a program that will be implemented each year to comply with existing safety legislation as well as the Region's commitment to employees well being.

Two Regional Policies have been formulated:

Confined Space Entry Policy: This policy was primarily developed for the Public Works Department to ensure that all Public Works staff comply with the safe entry of a confined space. It identifies required safety equipment as well as an appropriate rescue and training operation. Public Works is reviewing this policy for implementation.

Video Display Terminal Policy: The M.O.H. and the Safety Co-Ordinator with the direction and support of the Regional Department Heads have prepared a policy concerning video display terminals. This policy deals with the ergonomics and possible health related aspects of this type of equipment. It is our intention to meet with all Regional personnel who would utilize this equipment to discuss existing information.

Orientation of new staff: A portion of the Personnel Department's orientation presentation deals specifically with Safety and Workmen's Compensation. This is to ensure that each new employee is aware of the Region's commitment to providing a safe work environment and to review with them a worker's responsibility in maintaining such.

United Way Campaign

The Safety Co-Ordinator was very active in the 1983 United Way Campaign for Regional employees. This involved approximately 33 presentations to staff, resulting in a significant increase in the number of employees donating (1981 - 37, 1982 - 91, 1983 - 140). We are confident that this improvement shall continue with subsequent campaigns.

Health & Safety Committees

In 1982, the Public Health Department developed a Health & Safety Committee as required by the Occupational Health & Safety Act. The Committee is made up of representatives from Management, the Ontario Nurses' Association and other related staff. The Safety Co-Ordinator serves as an advisor to this group.

The Public Works Health & Safety Committee is now very well established. The Safety Co-Ordinator holds the position of Secretary and the Chairmanship is rotated between Management and Union representatives on a monthly basis. This Committee is now functioning in a very constructive way. An evening meeting was arranged for members of the Public Works Management staff, IBEW Executive and Stewards and representatives from the Ministry of Labour to review some safety concerns. This meeting provided a great deal of useful information regarding the responsibilities of supervisors and workers in the work place. The Committee also initiated through the Manager of Operations the establishment of "tailgate" safety review sessions.

The Halton Regional Police Force has now established a Health & Safety Committee and the Safety Co-Ordinator has offered to act as a resource person to this group.

Ontario Municipal Health & Safety Representatives Association

This organization was established specifically for safety personnel employed in Municipal government. Over the last few years, it has grown from approximately 6 members to a total of 22 municipalities now represented. Halton Region has shown leadership in the growth of this organization.

Safety Activities

The Safety Co-Ordinator is required to monitor and investigate all work place accidents. This investigation usually results in recommendations being put forward for the improvement of equipment and/or the altering of work procedures.

At the present time noise levels are being monitored in specific locations and levels are taken on a complaint basis.

Regional Council provides funds for the Halton Fire Prevention Group which is involved in fire education at elementary and secondary schools. One of their programs is a coloring book competition for Grade 5 students and they also have developed a pamphlet on fire safety for hotels, which has become very popular. The Safety Co-Ordinator is the Regional liaison to this group.

Workmen's Compensation

As a Schedule II employer, the Region is responsible for the payment of all costs associated with wages and medical aid charges as they apply to worker accidents.

The Ontario Municipal Health & Safety Representatives Association provides accident statistics for the evaluation of municipal accident experience and Halton Region compares very well. Twenty seven reporting municipalities have an accident frequency of 10.5 compared to Halton's experience of 8.0.

Accident History

	1980	1981	1982
Lost Time Claims	71	65	69
Days Lost Time	1085	1164	1118
Medical Aid Claims	48	55	43

Workmen's Compensation pensions were awarded to four Regional employees this year and the Workmen's Compensation Board required $36,000 to maintain a fund for these.

Pension Administration

Along with the usual demands for the arrangements for retirement pensions, refunds, disability waivers etc., we have commenced the onerous task of offering the opportunity to purchase any waiting period served by employees prior to their enrolment in OMERS. This involves a large number of individuals, wage research, calculations and correspondence. To date the procedure is running smoothly with approximately 60% agreeing to purchase.

We shall be offering the opportunity to discuss the pension plan and upcoming improvements when we hold a number of seminars in early 1983.

Student and Special Employment Opportunities

We have continued to assist with the placement of students through co-op programs and special arrangements with local schools.

Our involvement in placing three deaf students for temporary work experience has previously been reported. Additionally, a number of High Schools have placed students with us in various departments. The students are enthusiastic and well skilled. We are confident that they leave us with a much better understanding of proper business procedures and an appreciation for Regional Government.

The Personnel Department was involved in placing individuals receiving General Welfare or Unemployment Insurance Benefits in various temporary jobs as part of a Work Incentive Program. Funding has been provided through the Province of Ontario. Many other especially funded work programs are being considered as suggestions for projects are received from all departments. This involves a great deal of time in coordinating selection of candidates, monitoring of fund allocation and liaising with Canada Manpower Centres and others. The Program ended December 31, 1982.

Orientation/Training

Our orientation of new employees continues to provide these individuals with information about the function of Regional Government, services provided, safety and benefits. Additional speakers have been added to discuss the United Way, paper recycling and the Employee's Credit Union. We are continually asking for feedback in an effort to ensure that the information provided is meaningful and of interest.

A number of management staff participated in a speed reading course, the obvious purpose of which was to train individuals to read more quickly with greater comprehension. All participants found the program to be very helpful.

As well we continued to provide seminars on report writing as an aid to improving written communication. This has proven to be a very popular topic.

The Personnel and Law Departments collaborated in presenting a seminar for managers concerning Performance Appraisal and Wrongful Dismissal. This involved lectures, discussions and workshops and feedback indicates it proved to be very successful and informative.

In 1983 it is our intention to expand our training responsibilities by developing a calendar of events for the year comprising in-house and external seminars or courses.

Recruitment

The recent addition of a Personnel Assistant had added to our ability to respond quickly to request for staff recruitment. We continue to experience a high demand in this area. The following provides an approximate overview of the changes in the various sections:

January 1st, 1982 to December 31st, 1982 inclusive

P.H.N.	21
Office, Clerical, Technical	37
P.W. Maint./Operations	8
Manor	30
Other	21

The Personnel Department receives approximately 20 unsolicited job application forms daily. A new retrieval system has been implemented to:

a) accomodate easy updating and hence avoid duplicate applications and,

b) categorize applications such that temporary and/or contractual replacement positions may be filled thereby reducing the amount of outside agency staffing services required.

We now have in place a New Employee Testing Manual which accomodates the special needs of many departments in the areas of typing, accounting, word processing and other clerical skills. In the very near future potential candidates may be asked to complete a short personality inventory test. This will aid the Personnel Department in selecting new employees that are not only capable of the job, but have long term goals consistent with those of the department and the Region.

DEPARTMENT OF PUBLIC WORKS

DEPARTMENTAL ACTIVITIES REPORT

FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

MR. R.W.J. MOORE, P.Eng.
DIRECTOR OF PUBLIC WORKS

ADMINISTRATIVE SERVICES DIVISION

R.K. Faulkner - Administrative Assistant

There have been two staff changes in 1982. Miss S. Muir joined our staff as a clerk-typist. Miss J. Bracci joined our staff as the Municipal Management System Clerk, recommended in the Hickling-Johnston audit. The Hickling-Johnston audit recommended that the position of Administrative Assistant be created, in place of the former Manager of Office Administration. Mr. R.K. Faulkner was appointed to this position effective March 1, 1982. The new job description stresses that this position provides administrative assistance to the Director and Managers.

The Department move to 2316 South Service Road West necessitated the transfer of all dormant files from the storage area of 1151 Bronte Road, to our new location.

The move to our new location has been very beneficial for staff morale. We are encountering telephone problems which hopefully will be resolved in the near future, so that we can improve our service.

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PLANT OPERATIONS DIVISION

D.R. Morrier, P.Eng., Manager

The Plant Operations Division is responsible for the operation and maintenance of the water pollution control plants, sewage pumping stations, water treatment plants, booster stations, reservoirs, and coin meter stations.

Three positions were filled in the Plant Operations Division in 1982; Mr. Len Yust, P.Eng., became the Water Pollution Control Plants Engineer; Mr. Vince Suffaletto, P.Eng., became the Waterworks Engineer; and Mr. J. Murray Orr became the Preventive Maintenance Supervisor. Mr. Yust was formerly with Environment Canada at the Wastewater Technology Centre in Burlington. Mr. Suffaletto worked in the consulting field and Stelco for a number of years before joining the Plant Operations Division. Prior to the reorganization of the Operations and Maintenance Division, Mr. Orr was a District Superintendent.

Waterworks

The production of water at the three purification plants and the wells is summarized in the following table:

	Volume Treated (1000 m^3) 1981	1982	% Change
Burlington W.T.P.	17,521	15,642	-11
Georgetown W.T.P.	3,155	3,307	+ 5
Oakville W.T.P.	12,518	11,922	- 5
Milton Wells	2,974	3,903	+31
Acton Wells	894	989	+11

In Halton Hills (Acton), the water treatability study for the Prospect Park Well has been completed. The report is being finalized for submission to the Planning and Public Works Committee. The key lock systems at the coin meter stations at Nipissing Road in Milton and at Plains Road in Burlington have been installed and are now in use.

Fluoride addition was resumed at the Oakville plant in October, and construction at the Burlington plant is proceeding on schedule. The delays have been due to a variety of labour disputes.

Wastewater

The volume of sewage treated at each of the water pollution control plants is summarized in the table below:

	Volume Treated 1981 x 1000m^3	1982	% Change
Acton WPCP	851	878	+ 3
Burlington Skyway WPCP	24,200	28,400	+17
Georgetown WPCP	3,202	3,356	+ 5
Milton WPCP	2,871	3,297	+15
Oakville S.E. WPCP	3,665	4,319	+18
Oakville S.W. WPCP	9,489	10,950	+15

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MAINTENANCE DIVISION

J.R. MacKay, P.Eng., Manager

Following approval of the Hickling-Johnston Report, the former Operations and Maintenance Division was split into the Plant Operations Division and the new Maintenance Division. The Manager for the Maintenance Division assumed his new duties June 14, 1982. The Maintenance Division has three functional responsibilities; maintenance of the regional road system; maintenance of the water distribution and sewer collection system; and fleet operations, including equipment maintenance. In conjunction with reorganization within the Public Works Department, Council approved the Department's move to a new administration and maintenance centre at 2316 South Service Road in Oakville. The new facility will centralize sewer and water maintenance with the amalgamation of the former East and West Districts. Maintenance Division staff who formerly reported to Speers Road in Oakville, and the Skyway Pollution Control Plant in Burlington, will now report to the new facility.

Regional Roads

The Regional Road System comprises some 250 km of road, mainly located in the northern part of the Region. Roads maintenance crews are deployed from our North District Maintenance Centre in Steeles Avenue in Milton

As a result of severe winter weather conditions during the early part of 1982, with snow accumulation 140% of average, winter control activities were overspent by 20%. With milder year end weather preventing a large overexpenditure, however these overexpenditures were somewhat offset by savings in other Maintenance activities, primarily line painting and cold mix repairs. In 1982 the Region formalized with the Region of Peel the five year maintenance agreement for Regional Road 19 (Winston Churchill Boulevard). The Region of Peel will undertake the maintenance work on a chargeback basis. Agreement was also formalized with the Region of Hamilton-Wentworth for the maintenance of Regional Road 550 (Town Line, Milton), which became part of the Regional Road system in September 1982. Agreements continue with Wellington County for shared maintenance of Regional Road 42 and portions of Regional Road #1. The Town of Oakville and City of Burlington undertook winter control activity on a chargeback basis on portions of Trafalgar Road and Guelph Line respectively, while the Region maintains portions of Burnhamthorpe Road portion of Burnhamthorpe Road for Oakville, and a portion of No. 2 Sideroad for Milton.

In 1982 co-operative maintenance programs saw the Region joining with a number of area municipalities. The City of Burlington undertook the line painting of Regional Roads, while the Region administered a joint contract for the surface treatment of Regional Roads and local roads in the Towns of Milton and Halton Hills. On the morning of June 29, 1982, a very severe storm concentrated in the Georgetown area of Halton Hills washed out a major culvert in Maple Avenue. We were fortunate in that the M.T.C. subsidy allocations were increased reflecting the added costs in replacing this structure.

Sewer and Water

With the exception of flooding coincidental with two major rainstorms, sewer and water maintenance activities remain relatively uneventful through 1982. The severe storm in Georgetown June 29th caused flooding to about 30 homes in the Raylawn Crescent area. Heavy rains in the southern portion of the Region on August 25th resulted in flooding to approximately 75 homes in the Oakville and Burlington area. The situation was compounded in the area of the South West Oakville Pollution Control Plant, with a power failure at the main pumping station.

In both the North and South Districts, sewer and water budgets were slightly underspent. This can be attributed to the milder late Fall weather, with a less than average number of watermain breaks being experienced. Inflow and infiltration studies were undertaken and completed in the Raylawn Crescent area of Halton Hills (Georgetown) and the Speers Road and Kent Gardens areas of Oakville. At year end, investigations were continuing in the Oakville area to the west of Sixth Line. Crews were able to identify a few sources of possible extraneous inflow, and at year end corrective measures were being taken to eliminate these improper connections to the sanitary system.

In 1982 steps were taken to improve the watermain valving system, a program which will continue through 1983. Thirty water services, primarily in the Oakville area, were lowered.

Working out of the South District, the Customer Service Section has been set up to undertake the maintenance and installation of water meters. By year end, this section had a staff of five employees who were actively engaged in clearing up the backlog of service requests. In order to improve operating efficiency and accommodate property owners whose residences are empty during the day, a shift schedule was implemented in the Customer Service Section whereby we will have a serviceman working until 9:00 p.m. Monday to Friday.

Maintenance activities undertaken in 1982 included:

Watermain Repairs	229
Flushing Sanitary Sewer Mains	580,000 metres
Installation of New Water Meters	916
Meter Repairs	3,600
Water Service Repairs	2,960

Fleet Operations, Equipment Maintenance

In 1982 Council approved a co-operative vehicle maintenance program servicing police and public works vehicles. Approval was given for a one bay expansion in the North District Garage Complex and for the installation of two service bays at the South District Maintenance Centre. A second shift was implemented in our Garage operations in early December, at which time servicing commenced on police vehicles working in the Milton and Georgetown districts. Following O.M.B. approval in December, an architect has been retained and at year end was proceeding with the design of the expanded facilities.

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ENGINEERING SERVICES DIVISION

E.B. Robertshaw, P.Eng., Manager

Several major changes were experienced within the Engineering Services Division during the year 1982.

In March, a new Manager was appointed. Further permanent staff positions were resolved by the hiring of a Development Technologist and a Supervisor for the Budget and Development process. Although the Hickling-Johnston Report had indicated substantial increases in staff in this Division to accommodate the establishment of a Special Studies and Research Group, it was determined that those positions would not be filled in 1982. Consequently, the Special Studies and Research Group will be established over a period of time, as indicated in the five year phasing strategy for staffing requests. In the interim, one Support Technician position from the existing development complement has been incorporated to undertake some of the specialized work such as environmental assessment, computerized systems, and a more sophisticated approach to the development and financial aspects of Regional services.

The main duties of the Division still pertain to the processing of residential, industrial and commercial developments, the preparation of the capital budget and capital forecasts, transportation requirements, review and application of engineering studies and the Public Works component of the Master Servicing and Financing Schemes. Some of the activities that can be represented in quantitive terms are indicated as follows:

Transportation

	As at 81 12 31	As at 82 12 31
- Accident Reports Processed	5,663	5,335
- Accidents Causing Regional property damage	69	83
- Traffic by-laws (local)	33	24
- Traffic by-laws (region)	6	10
- Public Works Reports (Transportation)	43	41
- Intersection Counts	47	50
- Automatic 24-Hour Traffic Counts (Traffic Factors and AADT Information)	210	198

Development and Budget Process

	As at 81 12 31	As at 82 12 31
- Development Agreements	44	39
- Development Design Approvals	34	34
- Draft Plans of Subdivisions	27	17
- Consulting Engineers Agreements	13	22
- Engineers Reports Prepared (for L.I. Projects)	1	3
- L.I. Assessments Prepared	7	2
- Rezoning, By-law Amendments and Parkway Belt Exemptions	125	253
- Condominium Conversions	3	5
- Compliance Letters	267	475
- Land Conveyance Questionnaires	301	242
- Municipal Consents Reviewed and Processed - Local	420	309
- Regional	53	57
- Site Plan Reviews	N/A	135
- Applications for Partial Servicing	N/A	10

Operations Services

- Entrance Permits	37	23
- Excavation Permits	52	54
- Service Permits	335	265
- Work Orders Issued/Completed	536/483	352/224
- Schedule Orders Issued/Completed (for new meters)	2,151	769/495
- Water Connections	173	108
- Sanitary Connections	125	80
- Water Conversions	14	8
- Sanitary Conversions	71	62
- Remote Readers	23	27

Consistent with the 1980 Regional Council Policy which dictated that the cost of new development must be completely financed by the new growth, and that no financial burden on the existing ratepayer would be tolerated, staff have continued to work with the Legal, Planning, Finance and Chief Administrative Officer's Departments to ensure that these policies are implemented. The prime area for this activity has been in the work involved in the Oakville Master Servicing and Financing Scheme, and also the Burlington Front Ending Scheme. Also consistent with this policy, the Milton 401 Industrial Park Steering Committee has been quite active and has been in the process of preparing an implementation program.

Both urban areas in Halton Hills have had engineering and planning studies finalized in 1982, and pending the final outcome of the adopted scheme, it appears that staff will be involved in preparing a Master Servicing and Financing type of report for both of these areas in the 1983 calendar year.

In order to properly assess rural development, a program has been underway to undertake hydrogeological investigations in those hamlets where proposed development has been identified. To date, in 1982, the studies for Brookville, Moffat, Highview, Campbellville and Alfred Harris Gardens have been completed and adopted by Regional Council. The hydrogeological studies for the Hamlets of Limehouse (PR-719) Ballinafad (PR-720) Terra Cotta (PR-721) Hornby (PR-718), Lowville (PR-722), and Mount Nemo (PR-723) were awarded to consultants. These reports are expected to be submitted to the Region in early 1983.

Considerable work has been completed in conjunction with the Planning and Development Department in the preparation of the Regional Sewer and Water Plan, being Amendement No. 2 of the Regional Official Plan. Staff of this Division have, and will continue to be involved so that formal adoption of the Plan and the Urban and Rural Servicing Guidelines may be expedited.

Courts of Revision were held in 1982 to resolve outstanding Local Improvement projects in Burlington, Halton Hills, and Oakville.

In order to continue our historical data bank for the roads and traffic system, a concentrated effort was undertaken on the traffic count program. Along with that, a work training program was established with Sheridan College by way of a Government sponsored program to also provide us with detailed information on a traffic system.

Staff have also worked along with the engineering consultants to the point where the Oakville Water Distribution and Oakville Water Filtration Plant Studies have been adopted. Furthermore, the Burlington (Aldershot) and the Burlington overall Water Distribution Study will be reviewed and submitted to Council in the very near future. The Oakville Core Area Water Distribution Study was completed in 1982 and was formally adopted by Council.

Intensive work was done by Engineering Services staff with the co-operation of the other Divisions, the Area Municipalities, and the local Fire Departments for the preparation of the 1983 capital budget and 1984-87 forecast. The budget and forcast which were started in October were completed in December 1982 and were approved by Council in January, 1983. A dedicated concerted effort on the part of staff and the elected representatives produced an approved program earlier than any other year since the inception of Halton Region.

The most dramatic change which occurred in 1982, along with the staffing reorganization, was the fact that Mr. H.H. Cripps, P.Eng., retired, effective September 1, 1982. His personal and professional attributes will not only be missed in the Engineering Services Division, but in the Public Works Department as a whole, and the overall operation of Halton Region.

The staff of the Engineering Services Division have responded to the challenges of 1982 and look forward to the tasks ahead in 1983.

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WASTE DISPOSAL DIVISION

G.N. Woodburn, P.Eng., Senior Waste Disposal Engineer

In accordance with the recommendations of the Hickling-Johnston Report, the new Waste Disposal Division was established within the Public Works Department in June 1982, when Mr. G.N. Woodburn, P.Eng. accepted the position of Senior Waste Disposal Engineer. Mr. Woodburn had previously been employed by the Regional Municipality of Niagara.

The Waste Disposal Division is responsible for all waste disposal programs and pollution monitoring under Regional jurisdiction. Its establishment consolidates the individual waste disposal programs of solid waste management and processed organic waste residue (sludge) management which had previously been administered separately. The Division responsibility includes the planning for new facilities in both the solid waste and sludge areas complemented with the Region's Industrial Waste Monitoring Program and laboratory analysis facilities. The specific areas of responsibility can be described as follows:

Solid Waste Disposal

During 1982 there were two landfill sites located within the Region; one in the Town of Oakville, and one in the City of Burlington. The Oakville landfill site was closed at the end of 1982 and now the Burlington site is the only landfill site within the Region. This site is located along the Highway 403 North Service Road in the City of Burlington.

A closure plan was prepared for the Oakville landfill site and public meetings were held with the ratepayers' group in the area. The closure plan was approved by the Town of Oakville and Regional Council. The after-use of the site will be a matter of future discussion between the Town of Oakville and the Halton Region. After closure of the site, containers will be placed inside the gates of the site to allow residents of the area to take small domestic loads of refuse (less than 150 kg) until a more permanent container facility can be established within the Town of Oakville.

The Burlington landfill site as of January 1, 1983, becomes the only landfill site within the Halton Region licenced to accept solid waste material. In preparation for increased activity at this site once the Oakville site closed, an additional equipment building was constructed at the site and a new set of in-out weigh scales installed to improve the efficiency of the operation.

It is anticipated that the Burlington site will have capacity until March of 1984, at which time a new landfill site will be required. A site selection process for a new landfill site is subject to the requirements of the Environmental Assessment Act. The necessary environmental assessment work is currently underway and is being undertaken by the firm of Walker, Wright & Young and Associates Limited.

Landfill Site Planning and Operation

In order to comply with the requirements of the Environmental Assessment Act, the Region is undertaking an environmental assessment of the landfill component of the solid waste management system. This study is being undertaken by the firm of Walker, Wright & Young. The timetable, as set out in their work program, allows for the preparation and submission of the environmental assessment to the Ministry of the Environment in November of 1983, with a proposed opening of a new site by March of 1984 to coincide with the closure of the Burlington site. If a new landfill site is not available for the projected closure of the Burlington site, a contingency plan will have to be developed until such time as a new site is approved.

Transfer Stations

With the proposed closure of the Oakville site at the end of 1982, the Region accepted a proposal from Leferink Disposal Limited to construct and operate a transfer station in the Georgetown area of the Town of Halton HIlls. The preferred location for this transfer station is in an industrial area on Armstrong Avenue. An application for approval of the transfer station was submitted to the Ministry of the Environment supported by both the Region and the Town of Halton Hills. However, because of objections raised by neighbouring industries, indications are that a hearing will be required before approval to construct the station will be given.

A temporary container transfer station is presently located on the former landfill site on Armstrong Avenue. This is a convenient transfer station for local residents in the Georgetown area and is operated by Leferink Disposal Limited on behalf of the Region.

As a result of the delays experienced in approval of the permanent transfer station, the operation at this site has been expanded to accept Town packers and industrial haulers by the installation of a larger compactor on site by Leferink Disposal Ltd. The Town and/or "private" haulers pay Leferink directly for utilizing the facility, with the Region continuing to pick up the costs for local residents with loads of 150 kg or less.

Source Separation

Attempts have been made to establish municipal source separation programs for newsprint in the Area Municipalities, with the Region acting as co-ordinator with respect to promotion and publicity. Council By-law No. 115/81 banning old newsprint at the landfill site has been deferred for this year for the Towns of Milton and Oakville where active source separation programs have not been implemented. Because of declining market conditions related to the newsprint industry, secure newsprint markets cannot be obtained. It is anticipated that when the de-inking plant at the Ontario Paper Company in Thorold is in full production, the market conditions will change and additional newsprint will be required. Staff are keeping a close watch on progress at the Ontario Paper Plant, and at such time as conditions change, the ban on old newsprint covered by By-law No. 115/81 will take effect.

In December 1982 the Region was approached by the Alcan Aluminum Company of Canada to support a change in the Environmental Protection Act (1971) legislation governing the beverage can industry, which would change the wording from "steel" to "metal" and thus allow other types of beverage cans other than steel to be manufactured in Ontario. The proposal by Alcan could affect our current source separation program by including the recovery of aluminum cans based upon a guaranteed floor price of $900/ton. This proposal will be thoroughly reviewed in 1983.

Resource Recovery

The Halton Region has established as a high priority resource utilization of waste materials generated within the Region. Plans are underway for evaluating Halton's participation in the Ontario Paper Company "Energy from Waste" project. The Niagara Regional Council has adopted the concept of a 1200 ton energy from waste facility which would allow for the option of the importing of waste from the Halton Region. This matter is currently under review as part of the Environmental Assessment Process for the landfill component of Halton's Waste Management System, and a report is expected in March/April of 1983. Other resource utilization options will also be identified and evaluated as part of this Environmental Assessment Process.

Sludge Disposal Program

The Halton Region presently operates six sewage treatment plants which produce sludge, which requires disposal. The land application of sewage sludge as an organic fertilizer has been utilized as the least costly and most environmentally sound alternative disposal method available to Halton Region. The sewage sludge is a valuable source of nitrogen and phosphorous to the agricultural industry. The sludge is being applied to the lands through the use of a terra-gator, which is equipped with flotation tires which minimize soil compaction and damage to the till of the farmland, and allows for the uniform spreading of the material.

A computerized sludge management program was instituted this year as the result of an unsolicited proposal submitted by Simcoe Engineering Limited. This program is primarily being funded by the Federal Government in conjunction with the Halton Region and the Ministry of the Environment, and when implemented, will be the first computerized sludge management program in the Province. The program is expected to be complete during the 1984 period.

Industrial Waste Program

Since early 1982, a number of reports specifically dealing with heavy metal discharges to our sanitary sewers have been submitted to Regional Council on a regular basis. Routine bi-weekly monitoring and inspections have been carried out by our industrial waste staff and violation notices issued to those industries not complying with the Sewer Use By-law No. 97-79.

In addition to the regular sampling program, we inspect individual industries discharging metals to the sewer system and provide assistance as required, to insure the industries comply with our by-law. We also monitor high strength B.O.D. loadings from industry. Special discharge agreements are entered into, which enable the Region to recoup the extra costs of treating these higher strength wastes.

Laboratory Analysis

The wastewater laboratory is located at the Skyway Pollution Control Plant in Burlington. The purpose of the lab is to perform the necessary analysis of samples submitted. Sample handling and analysis carried out by the laboratory fall into three main categories:

1. Water pollution control plant analysis
2. Industrial Wastes
3. Water purification plants

With the use of precision equipment such as the Atomic Absorption Spectophotometer, trained technical staff are able to determine the characteristics of industrial wastes discharged, sludge quality, and pollution control plant operating efficiency. At the present time the Regional laboratory performs only phytoplankton (algae) counts on raw water from the water purification plants in Burlington and Oakville.

The Regional laboratory performed in excess of 4,000 sample analysis this year.

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DESIGN AND CONSTRUCTION DIVISION

C.B. Kitchen, P.Eng., Manager

The year 1982 was a very eventful one for this Division. Major reorganization as part of the Hickling-Johnston Audit implementation resulted in the merging of the former Design and Construction Divisions into one, under a single Manager. The three senior supervisory positions within the Division are staffed by new people which has produced a "new look" and a positive attitude within the Division.

We were fortunate in recruiting Mr. Wayne Green, P.Eng. as our Design Engineer, and are equally pleased with the promotion of Mr. D.K. Inouye, C.E.T. to Construction Supervisor, and Mr. C.F. Kong, P.Eng. as Special Projects Engineer.

As part of our job rotation program, a Project Co-ordinator from the Design Group was moved to Construction. As well, two new Project Co-ordinators have been hired in the Design Section. The unification of the Survey and Inspection Sections into a strong Field Services Group was implemented and is duscussed later in this report.

In spite of the current economic conditions, the Division's workload remains very heavy. The total value of projects currently assigned to the Division is $48,499,000.

We are very pleased to see increasing public recognition of the quality of work being performed by our staff. We are also quite proud of the very positive way our staff have responded to the many changes in their work environment in 1982.

Design Section

The Design Section is responsible for the design of all hard services under the jurisdiction of the Region, as well as the provision of a drafting and graphics service to the other Regional Departments.

The following table summarizes our Design activity over the past year:

	Projects Underway	Projects Completed To Tender Stage
a) Consultant Jobs:		
Number	8	12
Dollar Value	$4.9 million	$8.4 million
b) In House Design:		
Number	23	24
Dollar Value	$9.3 million	$6.7 million

A number of the above projects include the design of trunk sanitary and water systems for new developments. Construction of these services is contingent upon the various developers providing the necessary securities.

Two major road design projects were completed and tendered in 1982 - the first phase of Derry Road, between Appleby Line and Tremaine Road, and also the Guelph Line from Highway 5 northerly approximately 2.5 km.

Our Product Review Committees have had an active year reviewing new water and sewer products for potential use on Regional work.

Products reviewed	14
New Products approved	5
Products currently under review	7

Drafting

The Drafting Section handled a total of 365 requests for drafting and/or graphics services during the year:

Drafting Requests	1981	1982
Public Works	185	160
Planning & Development	151	152
Other Departments	76	53
Total	412	365

While the number of drafting requests from other Departments dropped from the previous year, the total time spent working for other Departments increased.

Particular drafting/graphics highlights for the year were:

- Printing of maps and plans for the Official Plan
- Artwork for the Regional Coat of Arms now hanging in Council Chambers.
- Artwork for new Project Sign Boards
- Updating of Drafting Standards Manual

Records

Our operating maps are now complete in metric units and are continuously being updated with as-built information from Regional projects and developments. The microfilming and indexing of an additional 2,220 drawings was completed during the year.

During 1982, we received 274 requests for information from the permanent record system.

Work began in 1982 on the reorganization and indexing of our technical library to permit ready retrieval of information when our new computer terminal is installed.

Construction Section

The Section underwent a major organizational change in mid-1982 when the Design and Construction Divisions amalgamated. The inspection and survey groups were merged under one Supervisor of Field Services, and all staff within this group were reclassified to Construction Technicians. This will provide for greater opportunities for employee development and career path planning, more flexibility between the survey and inspection discipline in times of peak workloads, and improve administrative controls and internal communications within this group.

The Field Services Group was also moved into one central location at the South Operations Centre to give the field staff closer contact with the rest of Regional staff. The working hours of the Field Services Group were also standardized and uniform salary scales established.

The installation of regional services in new subdivisions appeared to be down from 1981 as a result of the depressed economy. However, the value of this work can be estimated at $3 million. Considerable time was spent at finalizing drawings and as-constructed information, as well as correcting deficiencies in subdivisions that have been completed since 1981.

One major road project was administered and supervised totally by regional staff, and that was the reconstruction of Guelph Line in Burlington from Highway #5 to Burnhamthorpe Road. A lab was set up in the field office, and excellent contract control was maintained, resulting in an outstanding finished road, completed two months ahead of schedule. This was due primarily to experienced and dedicated regional employees and an organized and professional contractor in Genstar Stone Products, Inc.

During the summer of 1982, the Region tendered and administered the first region-wide co-operative surface treating and prime tender. In addition to our own program, work was carried out on behalf of the Towns of Milton, Halton Hills, and Oakville. This co-operative tender appraoch resulted in sizeable savings for all parties.

Considerable work was performed by our Construction personnel at the Burlington Landfill Site in preparation for the closing of the Oakville site. The work included layout, inspection, and contract administration on Contracts for topsoil, seeding and mulching, an equipment building, and a scale house complete with scales.

The following summarizes the projects and assignments completed by the Construction Section in 1982:

	1981	1982
Contracts Tendered - Region	20	21
- Joint	8	5
Payment Certificates - Processed	100	173
- Value	$9,000,000	$15,636,000
Construction Surveys	20	23
Pre-Engineering Surveys	19	20
As Constructed Surveys	15	15
Miscellaneous Surveys	35	26
Inspections - Contracts	2	27
Inspections - Subdivisions	28	22
Inspections - Subdivisions (Final)	87	48
Inspections - Work Orders (Sewer and Water Services)	560	186
Watermains installed	18,397 m	15,788 m
Sanitary Sewers installed	19,925 m	12,513 m

Special Projects Section

Burlington Water Treatment Plant

All construction work at the Burlington Water Treatment Plant should be completed by May 1983. The contracts are:

Project	Cost
High Lift Pumping Station	$ 5,053,000
Administration and Chemical Building	3,592,000
Supervisory and Control System	829,000
Total	$ 9,474,000

Burlington - Pinedale Sewage Pumping Station

This pumping station is being constructed at a total cost of $920,000. The contract was awarded in October 1982 and it is expected that the project will be completed in mid 1983, ready for connection to the off-site works.

Oakville Water Treatment Plant

The upgrading works on the filters and control system were substantially completed by December 1982. Filtration capacity at the plant is now at 109,000 m^3/d.

Engineering design works will commence in early 1983 to bring the rest of the plant's capacity to 109,000 m^3/d; there are the waste water treatment capacity, sedimentation tank, centralized chemical system, supervisory and control system, administration building, new substation, low lift system, and high lift system improvements. The total cost of all the works is estimated at $6,340,000 (1983 dollars).

Oakville Upper Middle Road Sewage Pumping Station

The Upper Middle Road Sewage Pumping Station is being constructed at a total cost of $1,770,000. This involves the construction of a drop shaft, pumping station, and tunnelling works under the Sixteen Mile Creek. Works are expected to be completed by April 1983 and are being totally funded by developers.

Training

Staff education is a priority throughout the organization. In 1982, we had nine members of the Field Services Group and four members of the Drafting Section in attendance at a variety of Ministry of Transportation and Communications and Ministry of the Environment design and construction courses. As well, assistance was provided to ten employees who are upgrading their academic qualifications through additional training.

In the latter part of the year we were able to institute the first phase of our crossover plan for surveyors and inspectors. Three of our survey employees attended the M.O.E. inspection course in December, and several individuals who were formerly in the inspection group worked on survey crews doing pre-engineering work.

This apporoach will pay solid dividends in manpower utilization and efficiency in the long term.

Project Status

The project status report, as of December 31, 1982, is attached.

* * * * *

PUBLIC WORKS DEPARTMENT

PROJECT STATUS REPORT AS AT DECEMBER 31, 1982

Project No.	Description	Gross Cost $	Status	Date Operational
PR-007	Guelph Line north of Hwy. #5, Burlington.	1,600,000	Construction complete	Sept. 30/82
PR-014	Campbellville Sideroad, west of Guelph Line, Milton	140,000	Design underway, property acquisition to to be firmed up.	1985
PR-023	Reconstruction of Mountainview Road at River Drive, Halton Hills, includ-sewer and water.	1,072,000	Construction complete	May 21/82
PR-109A	Steeles Avenue Sanitary Sewer, Milton	78,000	Construction complete	Nov. 15/83
PR-109B	Steeles Avenue, Courthouse to Thompson Road, Milton	1,695,000	Design 90%, one property to acquire	1984
PR-113	Guelph Line north to Colling Road, Burlington	194,000	Design complete, property complete. Construction summer, 1983	1983
PR-271	Britannia Road, Hwy. 25 to Bell School Line, Milton	470,000	Design underway, construction to coincide with landfill approval.	1984
PR-363	Steeles Avenue, Trafalgar Road to Winston Churchill Boulevard.	925,000	Design 75%, property acquisition 1983	1985
PR-377	Reconstruction Road 7 (Derry Road) from Tremaine to Appleby Line.(Phase I)	1,300,000	Construction complete.	Nov. 22/82
PR-377B	Reconstruction of Road 25 (Derry Road) (Phase II) from Appleby Line to Walkers Line, Milton.	1,300,000	Design 85% complete, property acquisition underway.	Nov. 1983
PR-377C	Reconstruction of Derry Road (Phase III) from Walkers Line to Guelph Line Milton.	800,000	Design 80% complete, property acquisition underway	1984
PR-415	Norval Bridge, Halton Hills	840,000	Design 50% complete	June 1984
PR-459	Mountainview Road, Hwy. 7 to C.N.R., Halton Hills.	1,392,000	Design 50% complete, property acquisition underway.	1984

Project No.	Description	Gross Cost $	Status	Date Operational
PR-463	Sanitary sewer and watermain on Park Ave., Carson to Esplanade, and on Howard Road from Lakeshore Rd. South, Oakville.	185,000	Design complete. Additional funds to be budgetted in 1983.	July 1983
PR-467	Milton Heights Watermain, Milton	92,000	Design underway, tender March 1983	June 1983
PR-469	300 mm watermain on Dayfoot, Mill, McNab and King, from Mountainview to Main Street, Halton Hills.	470,000	Construction complete. Joint contract with Halton Hills	May 1982
PR-478	Expansion of Burlington Water Treatment Plant, Construction of High Lift Pumping Station, Burlington.	4,925,000	Construction complete	1982
PR-483	Leachate Collection System, Oakville Oakville Landfill Site.	497,000	Construction 100% complete	Oct. 30/82
PR-495	Traffic signals and intersection improvements, Mountainview at Campbell Gate, Halton Hills.	160,000	Construction 100% complete	Sept. 30/82
PR-500	Watermain on William Street from Navy to Dunn Street, Oakville	81,000	Design underway	1985
PR-505	Culvert Replacements, Guelph Line, Burl.	142,000	Design 90% complete, tender May, 1983	Aug./83
PR-506	Trafalgar Road, Maple Ave. to Hwy.#7, Halton Hills	900,000	Design complete, property acquisition underway.	Fall, 1983
PR-516A	Pinedale Sewage Pumping Stn., Burlington	956,000	Construction 18% complete	June 1983
PR-516B	Sanitary sewers and forcemain, Pinedale area, Burlington.	725,000	Design complete	June, 1983
PR-523	Watermain on Burnett St., Wilson to Chisholm, Oakville	49,500	Design complete, additional budget monies required.	1983
PR-524	300 mm watermain on Elizabeth Street, Lakeshore to James Street, Burlington.	185,000	Construction complete.	July 31/82

Project No.	Description	Gross Cost $	Status	Date Operational
PR-528	Expansion of Burlington Water Treatment Plant central supervisory and control System.	806,000	Construction 80% complete	March 1983
PR-532	Eighth Line Booster Station, Oakville	209,000	Design complete, tender dependent on developer's fund.	October/83
PR-550	Sanitary sewer and watermain on conjunction with Trafalgar Rd. Underpass Oakville.	265,000	Phases I and II complete - joint contract.	Oct.31/82
PR-558	200 mm sanitary sewer replacement on easement between Main and Park, Halton Hills.	95,000	Construction complete	Feb. 1983
PR-560	150 mm watermain on Wesleyan and Market Streets, Halton Hills.	79,000	Construction complete	Sept. 17/82
PR-561	150 mm watermain on Mill St. from Cobblehill Rd. to 200 m northerly, Halton Hills	30,000	Construction complete.	Sept. 17/82
PR-573	Small watermains, Willow St., Halton Hills	21,000	Construction complete	Sept. 17/82
PR-575	Watermain on Suffolk & Lakeshore, Oakville	172,850	Design 50% complete.	Sept., 1983
PR-585	Watermain on Riverside Dr. from Oakwood to South Forster Park Drive, Oakville.	96,000	Design complete	July 1983
PR-592	Oakville Water Treatment Plant Expansion upgrading Filters 1-4, Oakville	1,700,000	Construction work complete	Nov. 1982
PR-595	Sanitary Sewer on Easement, Agnes to Acton W.P.C.P.	550,200	Preliminary design underway	1984
PR-600A	Upper Middle Road trunk sewer pumping Station, shaft and tunnel crossing 16 Mile Creek, Oakville.	2,190,000	Construction 63% complete	April 1983
PR-609	Oakville Water Treatment Plant Expansion, Central Supervisory & Control System.	750,000	Design of control system now underway. Tender dependent on availability of developer funding.	1984

Project No.	Description	Gross Cost $	Status	Date Operational
PR-588 & PR-688	Leachate Control System, Container System Scales, equipment bldg. and surface drainage works, Phases I and II extension of Burlington Sanitary Landfill Site.	1,400,000	Construction complete.	Dec. 30/82
PR-613	Sanitary trunk sewer on Upper Middle Road from 6th Line to east bank of 16 Mile Creek, Oakville.	800,000	Construction complete	Nov. 19/82
PR-614	Sanitary trunk sewer on Upper Middle Road from 6th Line to Grand Boulevard Oakville.	1,925,000	Design complete, tender dependent on funding from developer.	Unknown at this time.
PR-616	Reconstruction of Steeles Ave., Trafalgar Road to 10th Line, Halton Hills.	1,609,000	Design underway, some property work underway	1985
PR-617	Road reconstruction, Campbell Gate and Mountainview Road, Halton HIIls	76,000	Construction complete	October 1982
PR-618A	Burl. Water Treatment Plant Expansion. Supply of diesel generator.	101,000	Diesel Generator on site and installed. Waiting for start up.	March 1983
PR-618B	Burl. Water Treatment Plant expansion, Administration and chemical building.	3,592,000	Construction 74% complete.	April 1983
PR-620	Sewer and watermain relocations, Walkers Line Grade Separation, Burlington	330,000	Design underway, to be tendered with City's contract for underpass. Timing dependent on available subsidy from C.T.C.	Unknown at this time
PR-631	Sanitary sewer and watermain relocations at QEW and Hwy.2 interchange, Burlington.	710,000	Construction 90% complete	Feb./83
PR-633	Watermain relocation, S. Service Road between 3rd and 4th Line, Oakville.	250,000	Construction complete.	May 30/82
PR-634	Sanitary Sewer and Watermain relocations for QEW/Fairview St. Interchange, Burl.	1,080,000	Construction 10% complete	May 31/83

Project No.	Description	Gross Cost $	Status	Date
PR-640	Georgetown Water Purification Plant Valve Refurbishing and chlorination system, Halton Hills.	40,000	Construction complete.	Oct. 1982
PR-641	Sanitary sewer replacement on Second St. from Lakeshore to Lake; Union St. from Second St. to Pumping Station, Oakville.	145,000	Pre-engineering underway.	1986
PR-645	Watermain on Lakeshore from Park Street to Cairncroft, Oakville.	500,000	Construction complete	Nov. 30/82
PR-646	Watermain on South Service Road across 16 Mile Creek, Oakville	220,000	Pre-engineering complete, design underway. Environmental Impact Study may be required.	1985
PR-647	Watermain on Churchill Rd. from reservoir to existing stub, Halton Hills (Acton).	385,000	Pre-engineering complete, design underway.	1985
PR-649	Sanitary sewer and watermain on Mainway from Walkers Line to Lot 8/9 easterly, Burlington.	231,000	Joint contract, complete	October/82
PR-650	Replacement of First St. Pumping Station, Oakville.	105,000	Design underway	1983
PR-651	Sanitary sewer and watermain on Appleby Line from QEW to 100 m N. of Mainway, Burl.	220,000	Construction complete	July, 1982
PR-652	Rebuild #1 Pumping Station on Lakeshore Road at Junction, Burlington.	100,000	Consultant to be appointed	1984
PR-659	Watermain on Rebecca St. from Bronte Road to Mississaga Street, Oakville	450,000	Design to be finalized by Philips. Tender awaiting budget approval.	1984
PR-660	Watermain on easement from north limit of Wimpey lands to Beryl Road, Oakville.	112,000	Design complete, tender Feb. 15/83	June 1983
PR-662	Sanitary sewers on Devon Rd. on easement, and thru Joshua Creek Estates from S.E. WPCP to Beryl Road, Oakville.	158,000	Phase 1 construction complete. Phase 2 to be tendered Feb. 15/83.	June 1983

Project No.	Description	Gross Cost $	Status	Date Operational
PR-663	Reconstruction of Britannia Road west of Highway 25, Milton	425,000	Pre-engineering underway.	1984
PR-664	Watermain on Upper Middle Road from 8th Line to Clearview, and on Clearview from N. Service Rd. to Beryl Rd., Oakville.	1,673,200	Design 90% complete, tender dependent on developer funding	Unknown at this time
PR-664	Sanitary sewer through Sheridan Nurseries and Clearview Subdivision from Beryl Road to North Service Road, Oakville.	820,000	Design 90% complete, tender dependent on developer funding.	Unknown at this time
PR-671	Watermain on Speers Rd. between Cross Avenue and Old Mill Road, Oakville.	55,000	Construction complete.	Sept.15/82
PR-674	Widening of Guelph Line, Upper Middle Rd. to Mountain Grove, Burlington	175,000	Design 75% complete, tender dependent on developer funding	Unknown at this time.
PR-676	Sanitary sewer and watermain, Fairview St. extension west of Maple Ave., Burl.	330,000	Construction complete	Dec. 30/82
PR-681	Sanitary sewer replacement on Wilson from Burnett to Walker, and on Walker from Wilson St. to Pumping Station, Oakville.	184,700	Pre-engineering design underway.	1985
PR-682	Watermain on Dunn Street from Trafalgar Road to Randall Street, Oakville.	31,600	Pre-engineering design underway	1984
PR-683	Watermain replacement on easement from Queen Mary Dr. to Normandy Dr., Oakville.	12,000	Pre-engineering design underway	1986
PR-685	John and College Streets sanitary sewer improvements, Halton Hills (G'town).	110,000	Pre-engineering survey complete. Design underway.	Oct. 1983
PR-690	Sanitary sewers and watermain relocations re Walkers Line and QEW Grade Separation, Burlington.	328,700	Design 90% complete.	Unknown at this time.
PR-691	Pearl St. Sanitary Sewer and Watermain, Milton.	130,000	Construction complete	Oct. 30/82

Project No.	Description	Gross Cost $	Status	Date Operational
PR-692	Replacement of sanitary sewer and pumping station, Kingham Rd. Halton Hills (Acton).	101,000	Construction complete	Nov. 30/82
PR-693	Sanitary sewer on Herberton Place from Townsend Ave. southerly, Burlington.	38,000	Design complete. Delayed due to easement problems.	1983
PR-694	Sanitary sewer on Albert St. from Charity to Union St., Durham St. from Guelph St. to Ostrander Blvd., McNabb from King to Durham, Murdock St. from Albert to Durham, Halton Hills.	258,000	Design underway. Appointed to R.E. Clipsham Consultants.	1983
PR-695	1982 Asphalt Resurfacing Program	360,000	Construction complete	Oct. 30/82
PR-712	1982 Surface Treatment Program	589,000	Construction complete	Sept. 30/82

CONCLUDING REMARKS

During 1983 many positive accomplishments have occurred in Public Works.

We are involved in an increased program of road construction, and the Region matched normal plus supplementary funding by the Ministry of Transportation and Communications. Major road contracts have been completed on Trafalgar Road, Guelph Line, and Derry Road.

The construction progress on the final phase of the Burlington Water Plant expansion has progressed very well, and we report positively on the security of this most important service to the many citizens served by this plant. We look forward to resolving the Acton water supply problem.

In the area of new sewer construction, the Public Works Department has kept pace with development requirements, as funds were secured. In the Division of Solid Waste, and in the Division of Maintenance, two new Managers were engaged, and their addition to staff in the last few months has substantially strengthened the administrative ability of the Public Works Department. The Oakville Landfill Site was closed as scheduled 1982 12 31, leaving the Burlington site as our sole disposal area. Both of these Divisions are extremely active at this time.

As resources may be provided in these difficult financial times, we plan to meet "Levels of Service" in all areas.

Unfortunately, there are a number of areas within our various sewer systems where basement flooding occurs during severe storms. With Council's assistance, and recent approval, one of our principal goals and objectives is to seek and implement solutions in order to minimize these occurrences.

Our staff have been heavily involved in the implementation of the Hickling-Johnston Audit. We are beginning to see benefits, but of course, it will take some time yet to adjust. We look forward to more positive results from the changes.

On behalf of this Department, I offer our full support to Council in serving all of our citizens.

R.W.J. Moore, P.Eng.
Director of Public Works

SOCIAL SERVICES DEPARTMENT

DEPARTMENTAL ACTIVITIES REPORT

FOR THE PERIOD OF

JANUARY 1, 1982 TO DECEMBER 31, 1982

D. A. Oakley.

D. A. OAKLEY
DIRECTOR OF SOCIAL SERVICES

ADMINISTRATIVE SERVICES DIVISION

JANUARY - DECEMBER 1982

The Administrative Services Division contains clerical and support staff providing services to the three operating divisions within the Social Services Department: Children's Services, Halton Centennial Manor and Income Maintenance.

Within this Division, there is staff providing service solely on behalf of an operating division (eg: Halton Centennial Manor Business Office staff performs tasks only for the Manor) while other staff provides multi-divisional services crossing jurisdictions between all divisions.

Services provided by this Division are many and varied. They include clerical functions, payroll, accounts payable and receivable, computer operations, systems development - both manual and automated, Regional and Provincial budget preparation and/or co-ordination, subsidy and financial report completion, statistics, etc.

The volume, variety and complexity of work produced within this Division results in stimulating and challenging opportunities for staff.

RESOURCE SHARING

In the development of the concept of an Administrative Services Division, it was envisioned that by the "pooling" of staff within one division, a sharing of resources could be undertaken. This has been implemented and has been a positive experience. Staff has been afforded the opportunity to gain meaningful experiences and the line strength within the department has increased.

FINANCIAL CENTRALIZATION AND DECENTRALIZATION

The creation of the Administrative Services Division results in the centralization of many finance related functions. The co-ordination and departmental overview of financial activities related to the thirty-five programs operated by the Social Services Department is performed within the Administrative Services Division. However, during 1982 the decentalization of activities such as budget analysis and variance reporting and program budget preparation was undertaken. Staff training sessions were held early in the year so that program supervisors, through the year, would become more familiar with these tasks and ready for 1983 budget preparation. In addition, completion of the Provincial budgets has now been added to tasks completed on a decentralized basis. The increased level of involvement of Divisional Managers and Program Supervisors has been beneficial both in the terms of the additional line strength this allows and an enhancement in terms of understanding Regional and Provincial impacts and correlations.

SUBSIDY CLAIMS

Significant strides have been made in the processing of subsidy claims to streamline the completion and hasten the return of funds to the Corporation. The revision of worksheets supporting the claims have aided in both subsidy reconciliation and interaction with auditors. In addition the introduction of an Interim Claim for General Welfare expenditures, while initially increasing the workload, results in Provincial revenue for a segment of expenditures being received thirty days earlier.

WORD PROCESSING

Word processing capabilities were introduced within the Administrative Services Division and provide service to all divisions. Staff reaction to this has been extremely positive. Significant time savings are anticipated, especially through the automated processing of such tasks as budget notes, salary/wage calculation schedules, etc. An expansion of word processing capabilities will be pursued for 1983.

HUMAN SERVICE ADMINISTRATION STUDENTS

Students from Sheridan College began placements within the Administrative Services Division in 1982. Feedback received from the College has been extremely positive regarding the level of experience and learning achieved by the students during this process. The Department also recognized a definite payback by the completion of several tasks by the students. As a result of this positive experience, the placements have been repeated in the fall of 1982 and will carry on into 1983.

CHILDREN'S SERVICES DIVISION

JANUARY - DECEMBER 1982

The Children's Services Division focused on two major projects in 1982. The first was to set in motion plans to implement the recommendations of the Regional Day Care Study completed in November 1981. That included, among other things, maintaining the expansion of subsidized spaces approved by way of the study, to work closely with General Welfare Assistance to initiate and implement retraining programs for single female family heads by providing necessary day care arrangements for their children, and the formation of a Halton Day Care Advisory Committee to advise and assist Council in their decision making with respect to Day Care issues.

Financial problems arose in mid summer when it was realized that the Provincial Day Nurseries Budget did not meet the Regionally requested funds, including the expansion of 103 subsidized spaces, our projected 1982 expansion of 85 spaces, as well as administration costs of re-organization of the Corporation that impact on the Children's Services Division.

The result of the "shortfall" was the realization that subsidized programs would run out of Provincial cost-shared dollars by November 1st and would have to be closed down for two months.

After intense negotiations by Regional Staff and intervention by Regional and Provincial Elected Officials, the Provincial Day Nurseries budget was re-evaluated and additional funds were approved to continue the existing level of service for 1982 and were included in the Provincial Base Budget.

Staff have continued to seek additional one time "bail out" funds to cover Administrative costs and have developed action plans to reduce the charge backs from other sources.

Staff actively pursued ongoing funding for the Children's Services Steering Group which resulted in a two-phased project at a cost of $54,000. (100% Provincial funds). Staffing for the project included an Executive Co-ordinator and a part-time secretary. A Case Resources Co-ordinator from the Hamilton-Wentworth A.A.T.D. Team has been assigned to Halton to work with agencies serving "difficult-to-serve" children.

The Region, through the Children's Services Steering Group (CSSG) and Regional Council has approved a proposal for a Children's Services Co-ordinating and Advisory Group (CSCAG) which would replace the existing CSSG in Halton and move the group to an advisory role to Regional Council, to ensure the best services to Halton's children and youth. The project would be for a three-year period with 100% Provincial funding. The annual budget for the project would be approximately $95,000 and include three staff - an Executive Co-ordinator, a Case Resources Co-ordinator and a full-time secretary.

It is expected that the CSCAG will 1) provide a mechanism which facilitates the resolution of service needs of "difficult-to-serve" children; 2) undertake research efforts to lead to informed analysis of service and needs; 3) provide a team approach to the provision of existing or new programs for special needs children; 4) help influence the provision of services and resources for children in Halton, resulting in 5) a more informed government, consumer and service provider community.

STATISTICAL REVIEW OF DAY CARE PROGRAMS FOR 1982

Enrollment at the centres remained high during the first six months of the year but experienced a drop-off during the summer months, especially by non-subsidized families. It would appear that the number of unemployed students available to care for children over the summer was the main reason. However, September saw the centres at near capacity again. Table A reflects the drop in attendance over 1981 and highlights the higher turnover of children requiring placement.

TABLE A

INTEGRATED REGIONAL DAY CARE CENTRES	JANUARY - DECEMBER	
	1981	1982
Average Enrollment	118	113
Actual Attendance	24,138	19,512
Registrations	145	182
Terminations	137	175

Included in the centres enrollment are 12 spaces for developmentally handicapped children receiving special intensive programs to enable them to mainstream into the educational system in kindergarten or grade one. Staff work closely with parents and the Boards of Education not only in the placement of developmentally handicapped children but to find the most suitable school service for children of working parents.

PURCHASED SERVICE FROM PRIVATELY OPERATED CENTRES

Expanded service from privately operated centres saw the number of agreements entered into by the Region increase from 7 in 1981 to 12 in 1982. A network of service is now in place throughout the Region to provide access by subsidized clients to service within their own community. New agreements in 1982 included, among others, the village schools in Acton and Georgetown and Family Place in Milton. Family Place, the non-profit day-care centre operated out of Halton Centennial Manor, provided an excellent service to the community and an added enrichment to the lives of the elderly residents of the Manor.

Table B highlights the increase in subsidized service to children of "persons in need". Terminations in 1982 were higher than in 1981 and it would appear to be caused by the soft economy with many clients working in service industries where many staff cut-backs took place; Demand, however, for subsidized service continues to be strong with a waiting list of 93 children (see Table C).

TABLE B

PURCHASED SERVICE FROM PRIVATELY OPERATED CENTRES

JANUARY - DECEMBER	1981	1982
Average Enrollment	166	195
Attendance based on Enrollment	38,139	42,231
Registrations	199	170
Terminations	125	182

Staff have worked closely with private operators to provide a network of services to school age children to back up the private home day-care program.

In May, a strike by the staff of the Ressel Day Nursery in Burlington from which we purchase services, caused the relocation of approximately 75 subsidized children to other ceantres and Private Home Day Care. A number of P.H.D.C. homes were set up on an emergency basis to care for the chilren while more permanent placements were arranged. The strike, which has not yet been settled, has resulted in a shortage of available day care spaces in the Burlington area.

TABLE C

Waiting List for Subsidized Day Care Spaces at December 31, 1982

Handicapped Children needing Integrated Programs	29
Private Home Day Care	20
Purchased Day Nurseries	40
Regional Centres	4
	93*

* Families of 30 children were seeking employment; families of 34 children were employed, and needing subsidized day care; families of handicapped children were not assessed for their employment potential.

PRIVATE HOME DAY CARE

There has been an overall increase in demand in 1982 by both subsidized and non-subsidized families which is outlined in Table D. There are between 75 - 90 supervised homes operating across the Region which network with our regionally-operated centres and those private centres from which we purchase service. Staff provide training for the Providers of this service through workshops, newsletters and in-home training sessions. The program is an excellent support service providing flexibility in hours of care and geographical mobility based on demand.

The shortfall in Provincial Approved Administration funds in 1982 impacted on the method we were using in Accounts Payable and Receivable, but did not affect service to families requiring subsidized day care.

TABLE D

PRIVATE HOME DAY CARE - January - December	1981	1982
Average Enrollment - Subsidized	142	160
- Non-subsidized	63	85
Actual Attendance	31,670	39,394
Registrations	226	331
Terminations	211	360

HALTON CENTENNIAL MANOR

JANUARY - DECEMBER 1982

ADMINISTRATION - R. A. KAUFMAN, G.A., D.H.A., Administrator

Staff have recently completed their work on the 1983 Regional Budget and are commencing preparations for the 1983-84 Provincial budget for submission to the Ministry of Community and Social Services. This was the first year in which Supervisory Staff participated first-hand in the budget process and it is a development which will continue to expand as Supervisors are held directly accountable for their program budgets.

The agreement between the Region and the Canadian Union of Operating Engineers and General Workers covering both full and part-time staff, has been executed and negotiations covering their new contract will soon begin. The contract between the Region and the Ontario Nurses Association covering full-time registered nurses has also been executed and the part-time registered nurses is to be signed shortly. Labour relations at the Manor are definitely improving as indicated by the fact that the number of grievances filed has decreased significantly in the past six months; and, in fact, there have been no grievances filed in the last quarter of 1982. It is anticipated in early 1983 that Labour/Management meetings can once again be held every other month as opposed to having to hold monthly meetings.

Administration is currently recruiting for the position of Director of Nursing and expects to fill that position in the near future. Mr. J. Trimble, the new Environmental Services Supervisor, is developing a Preventive Maintenance Program for all major equipment and is developing a Cardex Inventory System for all Manor supplies.

The proposed Dental Clinic received approval from Regional Council in late 1982 and it is expected that approval from the Ministry of Community and Social Services will be forthcoming. An in-house dentist will also soon be appointed.

The three major capital projects - Pettit House Fire Alarm System, Pettit House Kitchen Renovations Phase 11 and the new Craft/ Adjuvant Room are on schedule and proceeding with no problems.

Administrative staff are committed to the objective of obtaining accreditation for the Manor. While considerable work remains to be done before an accreditation survey can be requested, staff are optimistic that the Manor will then become one of only a small number of Homes for the Aged in the Province which is accredited.

The Study on "The Role of the Regional Municipality of Halton in the Provision of Health and Social Services to the Elderly" is well underway, with the consulting firms of Peat Marwick/Crichton MacCoy being awarded the project. Phase 1 of the two-phase Study is scheduled to be completed in report form by June 30, 1983.

SOCIAL SERVICES DEPARTMENT - N. Lowe, Coordinator of Services

In 1982, approval was received for construction of the new Craft/Adjuvant Room and this will continue to be a major project in 1983. The present craft program consists of about 25 residents at any one time, who are involved in such activities as knitting, sewing, crocheting, etc. The ceramics program also has become a major activity with quilting becoming the most popular new one.

There are now over 100 adult volunteers and almost 20 volunteens who contribute their time and energies to serving residents at the Manor. Over half of all volunteers make their services available on a weekly basis. During April, the Volunteer Coordinator organized the first Volunteer Recognition Night at which time all volunteers and volunteens were honoured by Administration.

Presently, the volunteers assist with all recreational programs, manning the telephones in the nursing care areas and as hairdressing assistants. All volunteers also work in very close cooperation with the Manor Auxiliary.

The hairdressing service continues to be popular amongst residents and there were more than 3,000 visits made in 1982.

The Activities Program at the Manor has been reorganized to meet, more specifically, the needs of the residents. For example, the popular "Green Thumb Club" has been expanded and the greenhouse remodelled to accommodate both ambulatory and wheelchair-bound residents. Bowling, movies, exercise classes, bingo, band and choir practice are some of the many popular recreational activities enjoyed by residents.

The Residents' Council has once again started to become active; residents, working with staff, have revised the Council by-laws. Residents and staff are now working on Residents' Rules and Regulations as well as an Information Booklet to be distributed to all new residents upon admission.

NURSING - M. Gauthier, Acting Director of Nursing

Nursing care has remained heavy in the Extended Care area of the Home with several residential care residents awaiting beds. Feeding was a serious problem early in 1982, but appears to have been temporarily resolved by obtaining assistance from other departments such as housekeeping, food services and volunteers. Home Care staff have made several visits to assist with residents requiring specialized treatments.

The Adjuvant and Craft rooms continue to be in great demand with the number of residents participating in these programs having greatly increased.

The Special Care Unit now has a separate adjuvant program and reality orientation classes are being introduced. A piano has been purchased by the Medical Director for this area and the acquisition of a cat has been approved. Lounge chairs in the sitting room have added a warm and "homey" atmosphere. Finally, all corridors and sitting rooms have been painted and had wallpaper applied.

Twenty ward attendants have completed Level I of the Health Care Aide Course and are scheduled to graduate in the summer.

The method of dispensing and administering medications throughout the Manor has been reviewed and the "cart and punch card" system has been identified as most acceptable relative to meeting accreditation standards. Staff expect Ministry of Community and Social Services approval shortly.

The Nursing staff in-service program consisted of a number of specialized seminars on various topics such as proper methods for listing, colostomy care, residents' human needs, etc.

Staff absenteeism has shown a marked improvement and should continue to decrease as an Occupational Health Nurse has recently joined our staff in early 1983.

Mrs. M. Gauthier is Acting Director of Nursing and Mrs. C. Martin is Acting Assistant Director of Nursing while Administration recruits for permanent replacements. Both staff members were identified from the full-time registered nursing staff.

FOOD SERVICES DEPARTMENT - A. Liggins, Food Services Manager

Staff are developing the equipment specifications to complete Phase II, Pettit House Kitchen Renovations to implement the Cook/Chill System. It is anticipated that the system will be operational by the Fall.

The Manor's Meals on Wheels program provides meals to Georgetown, Milton and Acton. The annual number of 8,400 meals was prepared for these municipalities by year end equalling an average of 175 meals per week.

A revised work schedule for Food Service employees was posted in mid December resulting in a more efficient staffing pattern.

The Food Services Department assumed the responsibility of operating the Residents' Cocktail Bar and it is planned to hold special events, such as Super-Bowl Party, Stanley Cup parties, etc.

Residents' families are taking advantage of our program to allow them to have meals in the Home with their relatives. This was especially popular over the Christmas season.

A major change has been made in the Pettit House Dining Room where residents are now being served either cafeteria style or waitress style. This change enabled Food Services staff to be re-allocated to Martin House to assist with the feeding of the third-floor residents. It has become necessary to hand feel all fifty-two residents on this floor. Staff project that this one-to-one feeding dilemma will also occur on the second and first floor as our residents age. This trend will have a major budget impact on staffing patterns in the coming years.

ENVIRONMENTAL SERVICES - J. Trimble, Supervisor

Maintenance: The painting program continued on the exterior with the following areas completed: Martin and Pettit House fronts, parking, lamp standards, walkway, all roof trims. The interior painting program continued with the following areas completed: all dining rooms, corridors, Special Care, Games Room (Pettit House), tunnel ceiling, residents' washrooms, Pettit House sitting room.

In the grounds enhancement program, bushes and trees were trimmed, all flower garden areas were weeded, cultivated and edge trimmed.

Several major repair projects were carried out using outside contractors which included refinishing the tunnel ceiling, patching the ceramic wall tiles in the pan wash, and main kitchen areas. The Pettit House dining room floor was relaid, sanded and refinished.

Other major projects were completed in the following areas: in the Pettit House dining room the old wooden frame type windows were replaced with aluminum frame double glazed glass; the lighting level was increased in the main parking lot; zone heating controls were installed in the Pettit House Wings G, E and A and this eliminated the inefficient manual heating control method resulting in reduced heating costs.

The incinerator was taken out of service and air duct-venting units were installed in the boiler room. The work area in the greenhouse was rebuilt with facilities especially designed for wheelchair-bound residents.

Several projects were initiated and are still ongoing, and these include the installation of a garbage compactor, new controls and braking device for the ironer/folder in the Laundry. The Crafts Storage area was relocated in preparation for a Maintenance parts storage facility. Hardware was purchased for an inventory control and travelling requisition system. Finally, the position of Assistant Supervisor, Maintenance, was filled by promoting Mr. T. Carmody, previously the department's lead hand.

In the Laundry and Housekeeping Departments, a new system of laundry distribution was installed, utilizing an exchange cart system. Trials for an acceptable non-slip, non-glare floor wax are now on going.

Weekend supervision for laundry and housekeeping departments has recently been established. Orientation to the Laundry Department was recently initiated for the Assistant Supervisors who are now responsible for both the housekeeping and laundry departments.

STATISTICS

Occupancy as of December 31, 1982:

	Residential Care	Extended Care
Male	36	55
Female	48	173
Total: 312		

Discharges to the Community:

Male	3
Female	4
Total: 8	

Residents by Municipality:

Acton	26
Burlington	90
Campbellville	6
Georgetown	39
Milton	49
Oakville	63
Other Communities	39

Admissions as of December 31, 1982:

	Residential Care	Extended Care
Male	28	1
Female	39	1

Total: 69

Referred by:
- Doctors/Hospitals - 29
- Family/Self - 33
- Other - 10

INCOME MAINTENANCE DIVISION

JANUARY - DECEMBER 1982

The Income Maintenance Division operated six programs: General Welfare Assistance, Special Needs, Employment Representative, Family Court, Family Counselling, and Juvenile Committals.

GENERAL WELFARE ASSISTANCE PROGRAM

Under current Provincial legislation, the Region of Halton is required to provide financial assistance to persons who qualify under the General Welfare Assistance Act.

Table 1 G. W. A. Program

1982	Request for Assistance	(1) Active Caseload	Gross Expenditures	(2) Net Expended
Jan.	354	694	181,604	33,670
Feb.	330	806	213,046	38,919
Mar.	349	815	207,259	37,975
Apr.	303	757	191,920	34,808
May	295	711	179,900	32,855
June	336	756	191,634	34,967
July	304	731	194,848	35,532
August	440	785	204,482	37,185
Sept.	519	825	232,031	42,101
Oct.	400	790	215,113	38,564
Nov.	516	868	250,763	45,670
Dec.	391	973	288,139	52,954
Total	4,537	9,511	2,550,739	465,200
1981	3,184	7,757	1,906,679	344,007
% Inc(Dec)	13.7%	17.3%	24.2%	25.9%

(1) These figures differ from those in the Jan to Sept. 1982 report as these include hostels, transients, foster children and nursing homes.

(2) After Provincial subsidies.

Cases eligible for assistance under this program have increased 22.6% over 1981. Net expenditures have increased 35.3%. This increase is caused by the annualization of a mandatory shelter subsidy and a rate increase that were introduced late in 1981. The actual dollar increase as a result of volume is 23% over 1981 which is in keeping with the increase in caseload size.

SPECIAL NEEDS PROGRAM

Whereas General Welfare Assistance is a mandatory program that provides funds for the basic necessities, the Special Needs Program is discretionary and aimed at helping with the costs of extraordinary, but necessary, items for people on fixed or low incomes.

Table 2 Special Needs Program

1982	Request for Assistance	(1) Active Caseload	Gross Expenditures	(2) Net Expended
Jan.	31	139	12,897	3,184
Feb.	38	144	14,900	4,102
Mar.	47	148	11,126	5,372
Apr.	40	158	16,286	5,060
May	44	176	19,071	5,573
June	39	140	18,492	5,388
July	50	119	10,339	2,993
August	52	102	20,861	5,632
Sept.	48	105	12,471	3,505
Oct.	75	98	11,150	3,046
Nov.	76	94	11,553	4,037
Dec.	19	94	11,546	3,909
Total	459	1,517	170,692	51,805
1981	588	2,531	213,669	54,359
% Inc(Dec)	(22.0)	(40.1)	(20.1)	(4.7)

(1) Includes Homemakers and Nurses Services.
(2) After Provincial subsidies.

The underexpenditure in this program had two major causes: When the mandatory shelter subsidy allowance was introduced under the General Welfare Assistance Program, the Regional discretionary shelter subsidy under this program was discontinued; and, the introduction of the chronic Home Care Program in the Regional Health Department has reduced the Homemakers and Nurses portion of this program.

Provincial subsidy on this program can cover either 50% or 80% of the gross expenditures, depending on certain eligibility criteria. 1982 has had a significant increase in the portion of cases that qualify for 50% subsidy; this accounts for the difference in the percentage under expenditure between the gross and net budget.

In addition to the number of requests for assistance, a very important indicator of the size of the workload is the home visits and collateral calls made by staff. It is through these calls that existing cases are monitored and counselled into the work force or onto altenative supportive programs. Without these calls, cases would remain static and caseloads would rapidly increase in size.

Table 3 Home Visits & Collateral Calls (G.W.A. & Special Needs)

	(1) Home Visits	(2) SubOffice Visits	(3) Collateral Calls
January	331		43
February	325		30
March	410		52
April	361		43
May	366		47
June	376		24
July	343		42
August	291		59
September	358		47
October	130	107	56
November	146	197	64
December	117	209	36
Total	4,070		543
1981	4,077		715
% Inc(Dec)	(.2)		(24)

(1) Visits made in addition to initial visit to complete application for assistance.
(2) In October 1982, we started recording the number of clients seen in the sub-offices. Previously these calls had been iuncluded under Home Visits. For comparison purposes, they have been combined with Home Visits.
(3) Visits to other agencies (hospitals, Children's Aid, Canada Employment, Schools).

(1) and (2) are for General Assistance & Special Needs Programs.

As the table shows, the number of visits made has decreased in comparison to 1981. This is a direct result of the increase in new requests for assistance (see Table 1). In order to meet the immediate need of the new cases, the existing caseload starts to be underserved. This, then, becomes a contributing factor to the increased caseloads.

EMPLOYMENT REPRESENTATIVE PROGRAM

In November, 1981, the emphasis of this program was changed. It was discovered that the majority of clients referred to the Employment Representative were not job ready, so to refer them to employment was inappropriate. The focus on the program is to identify the clients' barriers to employment, the reasons for those barriers and possible solutions for overcoming them. Because of the change in the program, a comparison of statistics collected for 1981 and 1982 is not appropriate.

Table 4 Employment Representative Program

1982	Total Cases	Require Ongoing Counselling	Terminations		
			Referred to other Programs	Found Employ-ment	(1) Other
Jan.	49	21	14	5	9
Feb.	36	10	13	1	12
March	38	14	12	4	8
April	29	14	8	2	5
May	26	14	7	1	4
June	36	20	9	0	7
July	29	17	6	1	5
August	49	20	17	8	4
Sept.	30	17	2	2	9
Oct.	17	7	1	3	6
Nov.	29	29	0	0	0
Dec.	34	29	3	0	2
Total	402	212	92	27	71

(1) Moved; able to job search on own; medically unemployable, etc.

The Employment Representative worked closely with the Canada Employment Centres and Sheridan College in organizing and operating the Focus for Change Program which prepares women, who have been dependent on social assistance, for re-entry into the work force. Four highly successful courses were run this year, in both Burlington and Oakville.

The Employment Representative, during the last four months of the year, assisted with the increased volume in G.W.A. cases by carrying a small G.W.A. caseload. This additional task inevitably reduced the effectiveness of the position.

FAMILY COURT PROGRAM

The Family Court Representative completes and registers with Family Court applications and enforcement orders for support and custody. The financial assistance that is issued to clients is reduced by the amount of support obtained through this process.

Table 5 Family Court Program

1982	(1) Active Cases	Number of Court Orders Made	(2) Amount Ordered By Court
January	19	7	1,610
February	50	4	1,296
March	57	10	2,271
April	64	8	787
May	67	15	1,217
June	65	12	2,420
July	67	10	1,442
August	73	10	448
September	76	9	591
October	76	16	1,143
November	79	19	1,678
December	76	8	202
Total	769	128	15,105
1981	594	77	10,858
% Inc.(Dec.)	29.5	66.2	39.1

(1) At month end.
(2) Amount of Court Orders for each month.

The increase in the G. W. A. caseloads (see Table 1) has resulted in an increase in the active cases handled by the Family Court Representative.

The MAIN computer did not keep monthly statistics on the dollar savings resulting from this position until October, 1982 therefore a comparison with previous years cannot be accurately made. What the computer did provide was details on four individual months throughout the year:

	1981		1982	
	Gross	Net	Gross	Net
March	4,719	944	4,046	809
June	4,007	801	4,719	944
September	2,878	576	6,068	1,214
October			4,779	956
November			6,748	1,350
December	2,828	566	8,480	1,696
Total	14,432	2,887	34,840	6,969
Estimated Annual	43,296	8,659	69,680	13,936

FAMILY COUNSELLING PROGRAM

The Family Counselling Program underwent a change in 1981. As a result of the Family Counselling Study, completed in 1981, an Advisory Group was formed to implement the recommendations of that study, which included the phasing out of Regional Service and the commencement of a Purchase of Service Program. Now that the new program is in place, the Advisory Group has assumed a monitoring and evaluative stance. Two sub-committees developed standards for program evaluation, organized a seminar in order to present the program to approximately 500 professionals in the community in October, and conducted in-depth reviews of the program and the agencies providing the service.

Again, as the program changed in late 1981, a comparison of statistics is not appropriate.

Table 6 Family Counselling Program

1982	Cases (1)	Gross	Net (2)
January	77	5,375	1,075
February	101	6,220	1,244
March	125	8,784	1,757
April	156	10,600	2,120
May	182	8,710	1,742
June	205	9,919	1,984
July	218	6,605	1,321
August	245	9,908	1,982
September	253	10,854	2,171
October	280	11,751	2,350
November	302	12,583	2,516
December	330	12,560	2,512
Total	2,475	113,869	22,774

(1) At month end.
(2) After Provincial subsidies.

JUVENILE COMMITTALS

Historically, this Division has had to pay for children placed in residences pursuant to the Juvenile Delinquent's Act. However, in July, 1982, the Supreme Court of Canada ruled that it is illegal for municipalities to be responsible for these costs. Since that time, the Provincial Government has subsidized the program at 100% (rather than the 50% subsidy they provided before July). Commencing in January, 1983, the Province has also assumed the administration for this program.

Table 6 Juvenile Committal Program

1982	No. of Days Care	Gross Expenditures	(1) Net Expenditures
January	252	9,865	4,933
February	209	7,510	3,755
March	273	10,580	5,290
April	300	11,712	5,856
May	317	12,420	6,210
June	359	14,850	7,425
July	324	13,197	4,197
August	341	14,980	0
September	295	12,347	0
October	256	12,037	0
November	199	7,722	0
December	126	5,916	0
Total	3,521	133,131	37,666
1981	4,051	169,317	84,659
% Inc(Dec)	(13.1)	(21.4)	(55.5)

(1) After Provincial subsidy.

The difference between the percentage decrease in the number of days of care and the percentage decrease in the actual costs is due to an increase in the per diems charged by the residences. The overall decrease in this program in comparison to last year is a result of fewer juveniles being placed by the courts.

PLANNING AND DEVELOPMENT DEPARTMENT

Departmental Activities

82 01 01 - 82 12 31

R. Mohammed,
Director of Planning
and Development

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PART I

OVERVIEW

OVERVIEW

The Planning and Development Department consists of these Divisions:

- Administrative Services Division
- Development Review Division
- Policy, Research and Planning Services Division

The current staff complement of the Department is 19 full-time employees.

The activities of the Planning and Development Department by its three divisions are detailed in the sections that follow.

To review, the basic role of this Department includes:

- administration of the Regional Official Plan (implementing policies and amending as required the Regional Plan)
- performing delegated responsibilities of the Minister of Municipal Affairs and Housing under the Planning Act
- co-ordination of development planning
- planning support to other Departments

In short, such a role entails the following prime activities:

- carry out basic research
- liaise with other Departments, area municipalities and other government agencies
- prepare technical reports
- prepare staff reports with recommendations to Committees and Council
- granting approvals as required

PART II

ADMINISTRATIVE SERVICES DIVISION

Administrative Services Division

The Manager of this Division also functions as the Secretary-Treasurer of the Land Division Committee and has five staff members under her supervision. Activities of the Land Division Committee will be reported under this Section.

Land Division Committee

For the period January 1, 1982 to December 31, 1982, a total of 241 Applications for Consent were received and processed as opposed to 346 for 1981. Of these, 208 were approved, 29 denied, and the remainder either Deferred or scheduled for 1983.

An Administrative Fee of $125.00 was recommended by the Land Division Committee and subsequently approved by Regional Council, effective February 1st, 1982. This fee is charged on all approved Applications and is obtained at the time of issuance of the Certificate of Consent. This fee is imposed as a means of offsetting operating costs. Since Consents have a one year lapsing period, full benefit of this Administrative Fee will not be felt until 1983.

With Planning and Development Staff in attendance at all meetings, the Land Division Committee achieved a better understanding of Regional Policies.

The 1982 Annual Report of the Land Division Committee is contained in Part V attached.

Support Services

With the utilization of Work Processing/Data Input Equipment, the Department achieved a more efficient handling and processing, not only of staff reports, but of all typing requests.

As a result, new procedures were implemented and further responsibilities were delegated to the other members of staff.

One such area was the input of all subdivision and condominium data on the computer. This had previously been done manually but with the use of the computer we are now able to update information on a daily basis.

We are able to monitor essential due dates such as circulation deadlines, Appeal periods, draft approval and extensions. Provides a reminder list of the status of these files, plus information detailing development type, number of units and hectares, location and other pertinent details.

Combines the word processing function with computer programming to provide individual form letters which are forwarded to Agencies applicable to the individual files.

By taking advantage of the program put forward by the Federal Government, we will be obtaining in 1983 the services of three young people who will be inputting all severance activity and zoning by-laws on the computer. It will then be the responsibility of the Administrative Services staff to continue to update and maintain this information.

The Department also maintains a computerized planning library system. The library program uses a microcomputer to process documents coming in and to search for documents needed by staff and the public. As part of this process, a listing of new acquisitions is printed approximately every two months. This listing is circulated to staff and interested organizations for information. If necessary, a computer search is initiated to locate books related to specific topics, locations, or authors. In addition to the approximately 2,500 Planning Library documents, the Councillors' Library is also administered from this Department.

One of the recommendations made in the Hickling-Johnson Report was to computerize the Council Resolutions and eliminate the need to search manually through Council Minutes when an issue must be researched. All Council Resolutions (to July 1982) have been entered on magnetic disks to enable a microcomputer search. This information is frequently accessed and since the system is almost fully automated, one person requires only a few minutes to start up and maintain the computer search. The process makes it simple to document the history of an issue or to quickly find out a position taken in the past.

The word processing workload presently demands a full 7 hours per day for two people. Each of these two people has access to one disk drive but each disk has a limited capacity. Frequently, the availability of a second disk drive would enable each operator to work at a higher efficiency. Many documents produced by the the Planning and Development Department are very long (e.g. Regional Plan - 85 pages, Official Plan Amendments - 50 to 80 pages). These documents go through several major revisions before they are deemed ready to go before Regional Council. It is often not possible to make major revisions to a long document without using two disks. In addition, printing documents enforces a waiting period. Although the equipment can handle more than one request, no disk is available for input or revision. Present equipment limitations mean that time is wasted daily in waiting for the availability of a disk drive.

This represents a step towards complete office automation by this Department.

Another function taken over by this Division is the provision of secretarial services, such as preparing Agendas, taking minutes, etc. for both HAAC and EEAC. This had formerly been done by a planner. The effect of this transfer of functions is to provide more diversity of work for the staff of this Division and at the same time reduce costs of servicing thse Committees.

PART III

DEVELOPMENT REVIEW DIVISION

Development Review Division

This Division carries out the work involved with the approval of plans of subdivision, condominium and part lot control by-laws. The authority for which has been delegated to Regional Council by the Minister of Housing. The Division is also responsible for preparing the Region's response to all development applications referred to it for comments i.e. consent applications, zoning by-law amendments, minor variances, Niagara Escarpment development permits, amendments to the Parkway Belt Regulations, site plan approvals and minor amendments to the official plans of the area municipalities.

In order to streamline the processing of subdivisions, condominiums and part lot control by-laws, Council delegated its approval authority in these matters to the Director of Planning and Development. That authority is effective in all cases where there are no unresolved issues arising from the application. In the event an issue cannot be resolved prior to a decision being made the application is put before Council for a decision. In 1982 16 subdivisions were draft approved by the Director and 4 by Council, two subdivisions were given final approval by the Director in that year, and one condominium given draft approval by him. About 22% of staff time was spent on processing subdivisions, condominiums and part lot control by-laws in 1982.

To respond to other approving authorities when they request the Region's comments on an application, such as a consent or zoning by-law, the Staff circulates the appliction to appropriate Regional Departments and obtains their comments. On receipt of the information, a response to the approving authority is prepared relaying technical advice and the current development policies of the Region, many but not all of which, are contained in the Regional Plan. This technique is in accord with the procedures and policies manual adopted by Council, and ensures policy statements are made with one voice.

Although there were less applications in the areas of consents, minor variances and by-laws, there were two new areas of work introduced, namely site plan approvals and partial servicing. The latter was a direct result of the adoption by Council of a new set of servicing policies, but which have not yet been approved by the Ministry of Municipal Affairs and Housing. The Division was staffed in 1982 by one manager, two planners and a planning assistant. A senior planner also assisted with about 20% of his time. Principally, he was responsible for developing a data bank

system in which the subdivision and condominium data are recorded. Already the data system is helping staff to keep applicants more aware of the status of their applications. In 1983 other development information will be stored in this system.

Staff is attempting to respond to new needs as they arise. During the year it initiated "case conferences" in connection with applications exhibiting some unusual difficulties. In essence, this is a conference at which the applicant and representatives of the departments, and sometimes other agencies, attempt to resolve the difficulties. It is too early to decide if it is a worthwhile method to pursue, but some applicants have indicated their satisfaction at being able to resolve a number of issues at one sitting, and "case conferencing" will continue to be monitored.

The Division's Staff attends all Land Division Committee meetings unless authorized otherwise by the Director of Planning and Development. This is in accord with Council's direction of January 21, 1981 but modified on June 3, 1981, and we sincerely hope that it has some value for the Committee and the applicants at the meetings. It certainly gives the Regional planners a high profile in a very sensitive area of their work. Halton's Planning staff is the only planning staff we know of which attends Land Division Committee meetings on a regular basis. Thirty-three meetings were attended in 1982.

It is the Staff of this Division which attends hearings i.e. OMB on development applications, to explain the Region's position when it has an interest in the application being heard. The number of hearings attended, with the approval of Council, did not change much from previous years but the time taken at each hearing has increased about 100%. This increase is due principally to the fact that more expert testimony is being offered by all participants.

During 1983 it is anticipated that Staff will be recommending to Council some changes in the procedures adopted by it, in order to improve efficiency. The senior planner will be required on a full time basis in the Division and the work load is expected to increase in some area, notably subdivisions, local official plan amendments, and hearings.

DEVELOPMENT REVIEW

ACTIVITY REPORT

1982

	PLANS OF SUBDIVISION		PLANS OF CONDOMINUM	
	1982	1981	1982	1981
Applications Received	18	(27)	5	(14)
Draft Approved	20	(18)	1	
Registered	7	(10)	-	(4)
Awaiting Draft Approval at end of 1982	93 (incl. 12 Ministry)	(87)	19 (incl. 13 Ministry)	(14)
Draft Approved but awaiting final approval at end of 1982.	76 (incl. 14 Ministry)	(72)	14 (inc. 13 Ministry)	(4)
Awaiting OMB Decision	10	(7)	-	-
Parkway Belt Regulation Amendment Applications Received	26	(20)		
Parkway Belt West Plan Amendment Reviewed	1	(-)		
Niagara Escarpment Commission's Development Permit Applications Reviewed	101	(92)		
Local Official Plan Amendments Reviewed	18	(11)		
Zoning Amendment Applications Reviewed	63	(145)		
Zoning Amendment Applications Still Active at end of 1982	256	(256)		
Zoning By-law Amendments Reviewed	63	(72)		

DEVELOPMENT REVIEW

ACTIVITY REPORT

1982

	PLANS OF SUBDIVISION		PLANS OF CONDOMINUM
	1982	1981	
Land Division Committee Applications Reviewed	242	(300)	
Committee of Adjustment Applications Reviewed	241	(465)	
Appeal Hearings Attended by Staff	31	(29)	
Land Division Committee Meetings Attended	33	(45)	
Site Plan Approval Applications Reviewed	135	(-)	
Applications for Partial Servicing Reviewed	10	(-)	

PART IV

POLICY, RESEARCH AND PLANNING SERVICES DIVISION

POLICY, RESEARCH AND PLANNING SERVICES DIVISION

The staff of this Division consists of the Manager, one senior planner, two planners and two planning assistants. In addition, the senior planner of the Development Review Division provides limited assistance in certain policy areas.

During the summer months, the Division was augmented by the addition of five part-time summer students, working on a variety of projects. Three of these students were funded by the Federal Summer Canada Programme, while the other two were hired under Council approved budget for special studies.

The following consulting firms were also engaged for parts of 1982 by the Department to undertake projects related to the function of this Division:

- Proctor and Redfern Limited (Acton Urban Area Review and Regional Plan Referrals Environmental Analysis)
- Municipal Planning Consultants and Gore and Storrie Limited (Georgetown Urban Area Review)
- Tranplan Associates (Transportation Model Refinement)
- Walker, Wright, Young and Associates (Landfill Component Environmental Assessment)
- Ecological Services for Planning Limited (Regional Plan Referrals Agricultural Evaluation)

The main function of this Division is to conduct researches into areas of the Regional Official Plan and make policy recommendations to Committee and Council. It also provides planning services in the form of technical input and expert advice to the Development Review Division, other Regional Departments, and Area Municipalities, particularly on planning matters of concern to Halton Region.

The following sections highlight the major work programme of this Division in 1982 and are categorized under the three general headings of General Planning and Research, Growth Management Policies, and Resource Management Policies.

General Planning and Research

Regional Official Plan:

- Continued compilation of background materials and preparation of strategy for Ontario Municipal Board hearings on Regional Official Plan.
- Engaged agricultural and environmental consultants to assist staff in evaluating referred/deferred properties in preparation for hearings on The Regional Plan.
- Completed negotiations with the Halton Aggregate Producers Group on mineral resource policies of The Regional Plan and resulted in proposed Amendment No. 6.
- Oversaw the completion of the Acton and Georgetown Urban Areas Reviews and produced proposed Amendments Nos. 3 and 4 to The Regional Plan in an attempt to resolve the outstanding referrals/deferrals in the areas.
- Continued negotiations with other objectors to The Regional Plan in resolving outstanding issues and resulted in the withdrawal of several referrals/deferrals.
- Submitted Amendment No. 2 to The Regional Plan, Sanitary Sewage Disposal and Water Supply Policy, to the Minister of Municipal Affairs and Housing for his approval and conducted negotiations to resolve outstanding concerns.
- Prepared and circulated proposed Amendment No. 5 to The Regional Plan regarding rural clusters.
- At Council's direction, prepared and circulated proposed Amendment No. 6 to The Regional Plan, expanding Burlington's Urban Area north of Highway 5 to the Parkway Belt.
- Processed a request for Regional Plan amendment (Gazley) to expand Milton Urban Area.

Local Official Plan:

- Reviewed the Oakville Official Plan and provided staff input on its conformity to The Regional Plan.
- Reviewed the Halton Hills Official Plan and provided staff comments regarding its conformity to The Regional Plan.
- Commented on Halton Hills' Glen Williams and Stewarttown Secondary Plans and recommended conditional endorsement.
- Commented on and discussed with Burlington staff its proposed Local Plan Amendments 81, 108, and 109 regarding conformity to The Regional Plan.
- Participated in the hiring of consultants and the review of their draft reports on the hydrogeological studies for secondary plans in several hamlets.

Other Projects:

- Maintained the Halton Council Records System and provided search services of Council resolutions to other Regional Departments.
- Assisted the Development Review Division in establishing an interactive Subdivision Data System to facilitate the processing of development applications.
- Provided administrative support to the Administrative Development Committee (supplementary activity report attached as Schedule B).

Growth Management Policies

Waterfront:

- Administered approvals for funding and master-planning of projects under the Waterfront Plan.

Population:

- Produced 1982-1986 population forecasts for the Capital Budget and Forecast and made an assessment of the impact of lack of enumeration data in non-election years.
- Continued activity on the Regional Information System Committee with other regions on demographic-related information projects.
- Produced from 1980 Provincial Assessment Tape statistical tables for planning purposes and shared these with the Area Municipalities.

Economic Development:

- Prepared Retail Business Holidays Act tourist exemption guidelines for Council adoption, established processing procedures, and processed two applications.
- Discussed with developers and local and Regional Staff the Guidelines for Impact Assessment of Major Shopping Centres.
- Completed analysis of and prepared a draft report on the 1979-80 employment survey.

Housing:

- Proposed a Housing Workshop which was approved by Council and started preparation for it.
- Completed staff analysis of comments on the Residential Condominium Conversion Study and produced revised guidelines, policies and procedures.

Transportation:

- Resolved the issue of heavy vehicle restriction on Winston Churchill Boulevard with Oakville and adjoining municipalities.
- Prepared joint submission with Burlington to the Minister of the Environment regarding the environmental assessment of Skyway Stage 2 and 3

improvements by the Ministry of Transportation and Communications.

- Formed a Steering Committee for the Transportation Study for the Disabled to investigate possibilities of undertaking this study with limited funding.

- Established procedures for reviewing Ontario Highway Transport Board applications for public vehicle operation licenses and reviewed several applications.

- Participated on various transportation technical committees, including the Queen Elizabeth Way Freeway Traffic Management Study, the Burlington 403/Upper Middle Road Interchange Study, and the Oakville Transit Review, and provided inputs to various extents.

- Participated on and provided technical inputs to the Toronto Area Liaison Committee, a committee consisting of senior Provincial and regional transportation and land use planners that was formed to investigate growth scenarios in the greater Toronto area.

- Completed analysis of and prepared a draft report on the 1981 traffic counting programme.

Sewer and Water Services:

- Prepared reports for the Administrative Development Committee on the implementation of the master servicing and financing schemes and assisted Finance Department in the implementation.

- Co-ordinated the preparation of the Urban and Rural Servicing Guidelines and continued discussion on these with the Ministry of the Environment and other concerned agencies.

Solid Waste Management:

- Provided co-ordination in the hiring and overseeing of consultants on the Environmental

Assessment for a landfill component of Halton's solid waste management programme.

- Co-ordinated Regional response to the National Sewer Pipe Sanitary Landfill Proposal.

Resource Management Policies

Agriculture:

- Conducted a survey of Halton farmers on the impact of non-farm severences on agricultural operation.
- Provided staff liaison and secretarial support to the Halton Agricultural Advisory Committee (supplementary activity report attached as Schedule C).

Mineral Resources:

- Commented on Ministry of Natural Resources' Cambridge District Land Use Strategy, a major policy statement of the Province on mineral aggregates.

Energy:

- Prepared Regional position for and attended as witness at the Consolidated Hearings of the Ontario Hydro Southwestern Ontario Plan Study Environmental Assessment, and contributed to the preparation of subsequent appeal to the Cabinet of the Board decision.

Heritage:

- Updated the 1981 Heritage Study.

Environmentally Sensitive Areas:

- Completed an environmentally sensitive areas access and ownership study.
- Provided staff liaison and secretarial support to the Ecological and Environmental Advisory Committee (supplementary activity report attached as Schedule D).

Hazard Land:

- Continued liaison with Conservation Authorities in the protection of valleylands in Halton.

Open Space:

- Participated on the Advisory Committee of the Burlington Campground Study and provided Regional input.

PART V

LAND DIVISION COMMITTEE

LAND DIVISION COMMITTEE REPORT

TABLE OF CONTENTS

SECTION I	SUMMARY AND DETAILED COMMENT
SECTION II	REVENUE 1982
SECTION III	ANALYSIS OF APPLICATIONS
SECTION IV	STATUS OF APPEALS

SECTION I

SUMMARY AND DETAILED COMMENT ON COMMITTEE ACTIVITES AND SIGNIFICANT EVENTS

HALTON REGION LAND DIVISION COMMITTEE

ANNUAL REPORT

SECRETARY-TREASURER"S REPORT TO THE COMMITTEE

This report summarizes Committee and Staff activities in 1982. It provides statistical data on Applications and lists the current status on Appeals.

APPLICATIONS

The Committee handled fewer Applications in 1982 than 1981, but Deferrals and Appeals added to the workload.

Subsequent to the Hickling-Johnston Report and as a result of a Decision of Council, the staff of the Land Division Committee were integrated with the Planning and Development Department and as such the staff assumed other responsibilities in addition to their normal workload.

To show the trend in severances in Halton since 1974, I have provided two graphs which are attached as Appendix "A" and "B".

COMMITTEE FOR 1982

MEMBERS	TERM EXPIRES
Brian Fletcher, Chairman	December 31, 1984
Nevil L. Chalkey, Member	December 31, 1982
Lloyd Chisholm, Member	December 31, 1982
Dolly Moulden, Member	December 31, 1982
George Harrington, Member	December 31, 1982
Albert Ackerman, Member	December 31, 1984
Stella Parton, Member	December 31, 1983
Bruce McClure, Member	December 31, 1984

To December 31, 1982, thirty-five Meetings were held. Several times this year, where a small number of Applications were received for a certain area, Meetings were combined with little or no inconvenience to the public and resulted in a small saving in expediture.

There were four special or administrative type meetings to discuss the Budget and policy matters. At the most recent meeting, the Committee met with the Director and Staff of the Planning and Development Department to review the Rural Cluster Study, Amendment No. 5 and Lot Fragmentation Study.

ATTENDANCE

Attendance was good for all Members. It should be noted for the record that Halton Hills and Milton representatives still attend, in rotation, at the Oakville and Burlington meetings. This is so the Board continues to meet as a five person Committee (Four Members and Chairman).

The Land Division Committee Members continued the practice of viewing all sites prior to hearing Applications.

EDUCATION

The Committee and Staff continue to improve their knowledge by attending seminars and conferences sponsored by the Provincial Association, as well as studying the reasons for O.M.B. Decisions reported in the Association Newsletter and other publications. Association with other Members and Secretary-Treasurers from Committees throughout the Province provide a beneficial opportunity to share in the exchange of opinions and policies established in other areas, which leads to the enrichment of everyone concerned in the field.

All Applicants applying for a severance are familiarized with the information pertinent to their particular development and with the procedures of the Committee. Assistance is given in filling out the Application Forms and attempts are made to avoid unnecessary applications at all times. Continual communication with lawyers, agents and applicants is also maintained in order to allow meetings to run as smoothly as possible.

LIAISON WITH AGENCIES AND DEPARTMENTS

Staff have continued to maintain and nurture close liaison with Regional and Local Departments as well as other Agencies. In addition, lines of communication with Ministry Management are continually being strengthened.

PROCEDURES AND LEGISLATION

As a result of a change in Policy, approved at our last Quarterly Meeting, additional wording has been included on our Notices as a further service to the public. The wording is as follows:

> "The sketch of survey of the proposed land division and particulars of the Application are available for viewing at the above address, or call the Land Division Department for more details."

As the Committee members are aware, the Ministry of Municipal Affairs and Housing has been re-examining Consent Information Review Forms for some time. As a result of liaison with the Ministry, our Association Executive were instrumental in improving and simplifying the format to be used, thus providing more factual information for the Ministry. Although this is still time consuming for our staff, it is a great improvement.

Last February, Mr. Dave Cowtan, Vice-President, Mr. Sirio Bacciaglia, Director and myself as Secretary-Treasurer of the Association appeared before "The Standing Committee on General Government" to present the viewpoint of the Members of our Association with respect to concerns on proposed legislative changes to The Planning Act. We were allowed sufficient time to make our presentation and were very well received.

BUDGET/REVENUE

As the Committee are aware, there are two forms of revenues and expenditures associated with the Land Division Committee activities. There are the direct expenses and fees in administering, processing and hearing applications.

However, there are also indirect, but fairly immediate revenues, as a result of approved applications in lot levies and dedication which are credited to the individual municipalities.

SECTON II

REVENUE - 1982

LAND DIVISION COMMITTEE

REVENUE

BURLINGTON

Application Filing Fee	6,500
Urban Area	
Capital Contribution at $2,170	8,680
Capital Contribution at $2,350 Effective May 1, 1982	35,250
*Park Dedication at 5%	8,500
Industrial Lot Levy	No figure available
Local Improvement Charges	No figure available
Commercial Lot Levy	No figure available
Storm Sewer Costs	1,375
Rural Area	
Capital Contribution at $1,610	1,610
Capital Contribution at $1,740	6,960
Park Dedication at $1,500	3,000
Region Levies	
Capital Contributions at $2,010	8,080
*Capital Contributions at $2,185 Effective April 1, 1982 Amended May 5, 1982 to include Surcharge $2,621	19,665
	17,034
Rural Area	
Capital Contribution at $850	850
Capital Contribution at $920 Effective April 1, 1982	2,760
Administration Pee at $125	5,125
Total	$135,389

*Note: Road Widening dedicated to either Municipality or Region of Halton, when requested. Also payment of all taxes prior to issuance of Consent.

*Dollar figure for the 5% Park Dedication is not always given so the figure above only indicates a portion of the amount actually collected.

LAND DIVISION COMMITTEE

REVENUE

HALTON HILLS

Application Filing Fee	5,000
Urban Area	
Capital Contribution at $1,819	14,552
Rural Area	
Capital Contribution at $1,819	20,009
Regional Lot Levies	
Urban Areas	
Capital Contribution at $2,020	4,040
Capital Contribution at $2,185	17,580
Rural Areas	
Capital Contribution at $850	3,200
Capital Contribution at $920 Effective April 1, 1982	6,440
Administration Fee at $125	5,875
Total	$76,696

Note: Road widening dedicated to either Municipality or Region of Halton when requested. Also payment of all taxes prior to issuance of Consent.

LAND DIVISION COMMITTEE

REVENUE

MILTON

Application Filing Fees	4,400
Urban Area	
Capital Contributions at $1,745	8,725
Rural Area	
Capital Contributions at $800	18,400
Regional Lot Levies	
Urban Area	
Capital Contribution at $2,020	-
Capital Contribution at $2,185 Effective April 1, 1982	10,925
Rural Area	
Capital Contribution at $850	1,700
Capital Contribution at $920 Effective April 1, 1982	19,320
Administration Fee at $125	3,625
Total	$67,095

Note: Road Widening dedicated to either the Municipality of the Region of Halton, when requested, also payment of all taxes prior to issuance of Consent. Pay portion of cost of contribution of samitary sewers on Steeles Ave. Also satisfy Milton financial concerns.

LAND DIVISION COMMITTEE

REVENUE

OAKVILLE

Application Filing Fee	8,200
Urban Area	
Capital Contribution at $2,300	78,200
Local Improvement Charges Committed	No figure available
Rural	
Capital Contribution at $1,850	
Regional Lot Levies	
Urban Area	
Capital Contribution at $2,020	16,160
Capital Contribution at $2,185 Effective April 1, 1982	56,810
Rural Area	
Capital Contribution at $850	-
Capital Contribution at $920	-
Administration Fee at $125	7,125
Total	$166,495

Note: Included as conditions of approval in Urban Area, but actual figures not available - 5% Park Dedication.

Local Improvement Charge commuted and road widening to either Municipality of Region, when requested. Also payment of all taxes prior to issuance of Consent. Also requested was payment to the cost of Sheldon Creek Pump Station and discharge of encumbrances with respect to six files.

LAND DIVISION COMMITTEE

TOTAL REVENUES

1982

Application Filing Fee	24,100
Photocopy Charges	380
Administrative Fee	21,750
Regional Lot Levies	184,564
Municipal Lot Levies	192,386
* Rural Park Dedication	3,000
** Urban Park Dedication - 5%	8,500
Other Municipal Costs	1,375
Total	$436,055

* This represents Burlington Rural Park Dedication only - not imposed by other Area Municipalities.

** Only represents a portion of Burlington since some actuals not given at time of severance.

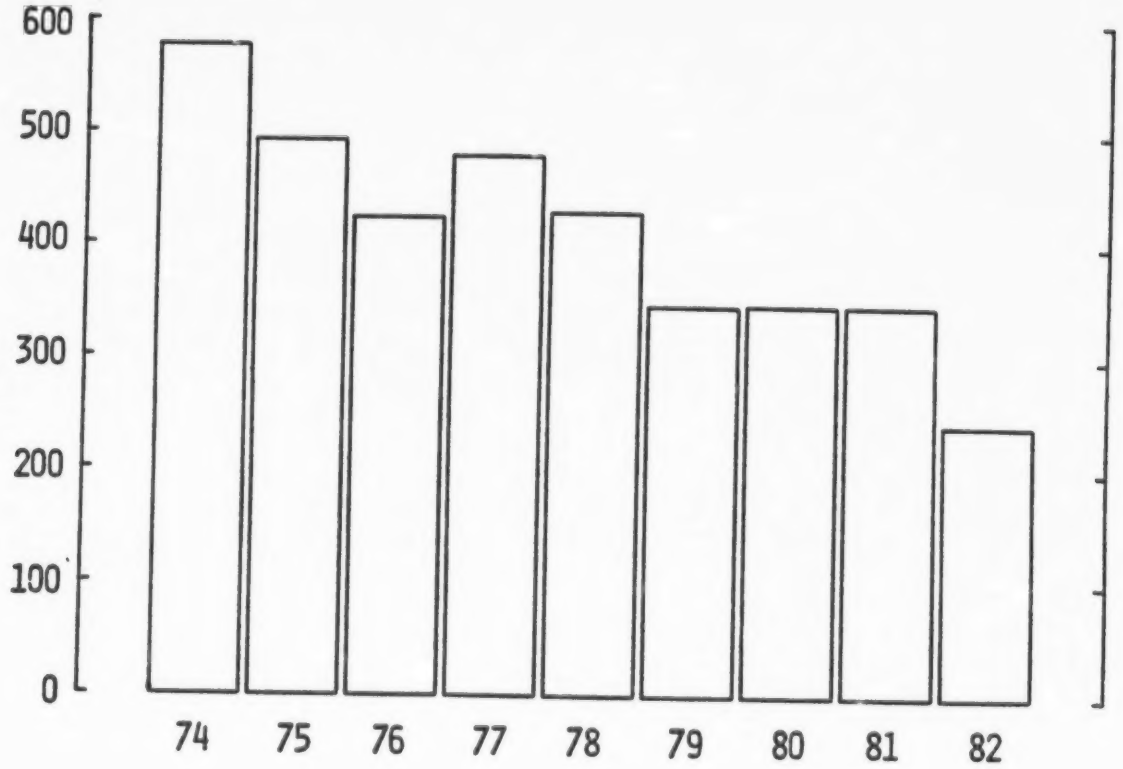
Only the Application, Administrative Fees and Photocopy Charges are credited to Committee Budget, but other levies obtained by the Area Municipalities and the Region of Halton are as a result of conditions imposed by the Land Division Committee.

SECTON III

ANALYSIS OF APPLICATIONS FOR CONSENT

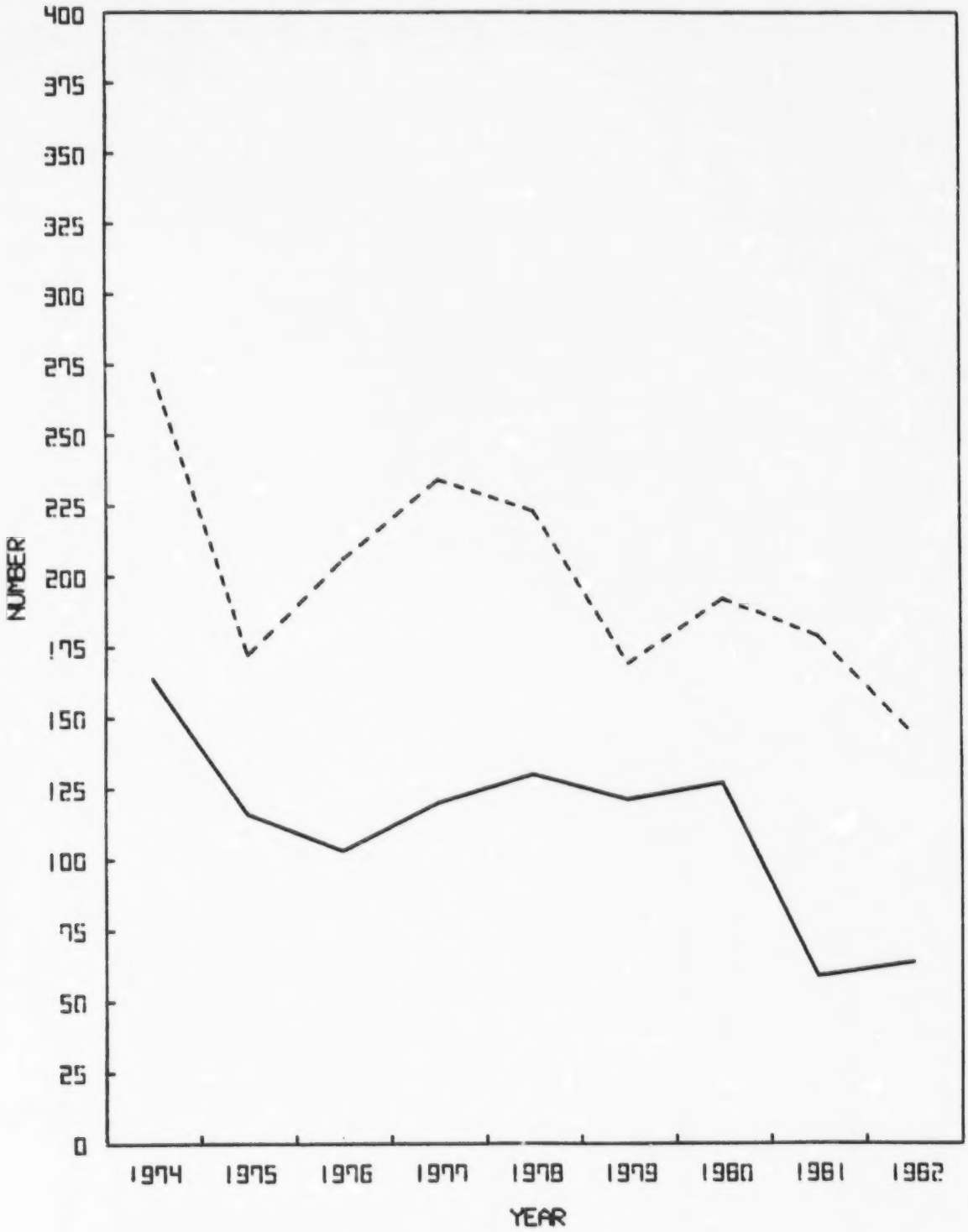
1981 VS 1982

LAND DIVISION APPLICATIONS RECEIVED 8



SCHEDULE B

NUMBER OF BUILDING LOTS CREATED BY YEAR AND DESIGNATION



THE REGIONAL MUNICIPALITY OF HALTON
LAND DIVISION COMMITTEE

Section III

Analysis of Applications for the Period Jan. 1st to Dec. 31st, 1981 vs. Jan 1st. to Dec. 31st. 1982

	Burlington		Halton Hills		Milton		Oakville		Totals	
	1981	1982	1981	1982	1981	1982	1981	1982	1981	1982
Application Approved-Urban	42	37	29	26	24	12	84	69	179	144
Application Approved-Rural	9	12	22	26	26	25	2	1	59	64
Applications Denied	12	12	14	7	18	8	2	2	46	27
Applications Deferred	7	-	4	3	2	1	3	1	16	5
Applications Withdrawn	-	2	2	2	1	2	1	5	4	11
Applications Processed but scheduled for 1983.	3	8	17	2	6	2	4	6	30	18
Total Applications	73	71	88	66	77	50	96	84	334	269
Average-Up to one acre.	36	35	38	28	31	19	76	64	181	146
1 to 5 acres.	8	6	2	14	8	5	6	3	24	28
5 to 10 acres.	1	3	1	3	6	3	4	1	12	10
10 to 15 acres.	1	3	5	1	1	-	-	1	7	5
25 to 50 acres.	2	-	4	2	1	5	-	-	7	7
Over 50 acres.	3	2	1	4	3	5	-	1	7	12
Total	51	49	51	52	50	37	86	70	238	208

THE REGIONAL MUNICIPALITY OF HALTON
LAND DIVISION COMMITTEE

Section III

Analysis of Applications for the Period Jan. 1st to Dec. 31st 1981 vs. Jan. 1st to Dec 31st 1982

	Burlington		Halton Hills		Milton		Oakville		Totals	
	1981	1982	1981	1982	1981	1982	1981	1982	1981	1982
Analysis of Lots Created										
Residential	30	28	30	30	28	20	46	48	134	126
Commercial	8	3	5	7	4	5	8	9	25	24
Industrial	12	5	-	5	10	6	21	9	43	25
	1	13	16	10	8	6	11	4	36	33
Total	51	49	51	52	50	37	86	70	238	208

Note: Miscellaneous includes additions to adjoining properties, rights-of-way, easements etc.

Note: 1982 totals will include applications received in 1981 but processed in 1982.

SECTION IV

STATUS OF APPEALS

1982

SUMMARY OF APPEALS

Number of Appeals received in 1982

BURLINGTON - seven (7)

3 Appealed by Applicants - 1 dismissed; 1 allowed; 1 pending.
1 Appealed by Niagara Escarpment Commission - Decision pending
2 Appealed by Halton Region - 1 withdrawn; 1 pending.
1 Appealed by City of Burlington - pending
2 Appealed by Others - pending

MILTON - nine (9)

2 Appealed by Applicants - 1 dismissed; 1 pending.
6 Appealed by Halton Region - 1 denied, L.D.C. upheld; 1 allowed.
1 Appealed by Halton Region Conservation - pending

HALTON HILLS - four (4)

2 Appealed by Applicants - 1 Appeal abandoned; 1 pending.
2 Appealed by Halton Region - 2 pending.

OAKVILLE - five (5)

3 Appealed by Applicant - 2 pending; 1 dismissed.
1 Appealed by Halton Region Conservation - Withdrawn.
1 by Other - pending.

NOTE - A number of Appeals have not been heard by O.M.B., nor have decisions been received for others.

Also, if total number of Appeals is different than the total number of Applications appealed, it is due to the fact that more than one Agency has appealed a particular Application.

February 1st, 1983.

Total Appeals by Region 1982 - 10
No. Applications Processed - 241

LAND DIVISION COMMITTEE

APPEALS RECEIVED IN 1982

MILTON

APPLICANT	STREET	FILE NO.	APPEALED BY	HEARING DATE	DECISION
MALCOLM A. & MARY A. MACKINNON	Fourth Line	B289/81	Halton Region (Feb.5/82)	Aug. 20/82	---
GIUSEPPE & GEMMA DiFILIPPO	Third Line	B1/82	Halton Region (Mar.12/82)	July 29/82	Consent Granted.
KENNETH L. & SHIRLEY HODGINS	Tremain Rd.	B30/82	Applicants (Mar.23/82)	Oct. 7/82	Appeal rejected & Dismissed
LIDO PLASTERING COMPANY LIMITED	Steeles Ave.	B46/82	Halton Region Conservation Authority (Apr. 29/82)	Nov. 10/82	---
HUGH AMOS MURRAY	McNiven Rd.	B22/82	Halton Region (May 28/82)	Nov. 10/82	Appeal Allowed, Consent dismissed.
LESLIE HALL & JEAN SMITH	No. 30 Side Road	B100/82	Halton Region (June 25/82)	Dec. 21/82	Adjourned until late date.
DYMTRO & MARGARET BZOVEY	Guelph Line	B99/82	Halton Region (June 25/82)	Dec. 21/82	Adjourned until late date.
ALICE JANE DENT & LORNA MANES POWELL, Executrices of the Estate of Edith Livingstone Sharpe	First Line	B110/82	Halton Region (July 23/82)	---	---

LAND DIVISION COMMITTEE

APPEALS RECEIVED IN 1982

MILTON

APPLICANT	STREET	FILE NO.	APPEALED BY	HEARING DATE	DECISION
JOSEPH FEDACSEK	Steeles Ave.	B132/82	Applicant (July 28/82)	Dec. 17/82	Adjourned until later date.

LAND DIVISION COMMITTEE

APPEALS RECEIVED IN 1982

HALTON HILLS

APPLICANT	STREET	FILE NO.	APPEALED BY	HEARING DATE	DECISION
C. & S. DEVELOPMENTS (STREETSVILLE) LIMITED	Tenth Line	B283/81	Applicants (February 11/82)	Appeal abandoned	File Closed.
ALER INVEST-MENTS LTD.	Halton-Peel Town Line	B294/81 to B297/81	Halton Region (March 15/82)	Aug. 19/82	Adjourned until later date.
STEVEN JOHN & ALICE MARIE MAKOS	Highway No. 7	B159/82	Applicants (Sept.24/82)	Jan.7/83	---
ALER INV. LTD. & SENGA CONST. LIMITED	No. 15 Side Road	B191/82 B192/82 B193/82	Halton Region (Nov.19/82)	---	---

LAND DIVISION COMMITTEE

APPEALS RECEIVED IN 1982

OAKVILLE

APPLICANT	STREET	FILE NO.	APPEALED BY	HEARING DATE	DECISION
IOLE & ROSE SAVAGLIO	Randall Street	B64/82	Applicants (May 13th, 1982)	Dec.15/82	---
MIKE MICHIELLI	Lakeshore Road	B101/82	Applicant (June 29/82)	Dec. 10/82	---
471530 ONTARIO LIMITED	Walker Street	B105/82 to B108/82	Halton Region Conservation Authority	---	Withdrawn
JUDITH LYNN TEMPORALE	Reynolds Street	B133/82	Applicant (Aug. 5/82)	Nov.12/82	Appeal Dismissed.
FAR NORTH INVESTORS CORP. LTD., ALTOBELLO LTD.	King's Hwy. No. 5	B148/82	Area Residents (December 23/82)	---	---

LAND DIVISION COMMITTEE

APPEALS RECEIVED IN 1982

BURLINGTON

APPLICANT	STREET	FILE NO.	APPEALED BY	HEARING DATE	DECISION
Westinghouse Canada Inc.	Harvester Rd.	B266/81	City of Burlington (Jan. 6/82); and Applicant (Jan. 8/82)	---	---
Robert & Mary Loree	Kilbride St.	B242/79	Applicant (January 27/82)	Aug. 24/82	Appeal Dismissed.
DONALD & FRANCES PARKS	Shoreacres Rd.	B5/82, B6/82 & B7/82	Applicants (Mar. 12/82)	Aug. 25/82	Appeal Allowed, Consents Granted.
S & S ENTERPRISES	Mount Nemo Crescent	B13/82	(Mar.25/82) Halton Region	July 2/82	Withdrawn
486064 ONTARIO LIMITED	Brant St.	B44/82	Tenants of Wellington Green (June 17, 1982)	---	---
WILLIAM J.H. BENNETT	No. 1 Side Road	B71/82	Halton Region; & Niagara Escarpment Commission (July 16th, 1982)	Jan. 4/83 & Feb.28/83.	---
DONALD J. MILLIGAN	Lakeshore Road East	B215/82	Neighbours, Mr. & Mrs. Paul Barlow (December 20/82)	---	---

PART VI

HALTON AGRICULTURAL ADVISORY COMMITTEE (HAAC)

HALTON AGRICULTURAL ADVISORY COMMITTEE

ANNUAL REPORT - 1982

The Halton Agricultural Advisory Committee has just completed its fourth year of operation, and has continued to present the viewpoint of the agricultural community. Twelve regular meetings were held in 1982.

Some of the accomplishments, undertakings and topics of discussion in 1981 were:

1. Reviewed and commented on seven land use proposals - Almond Developments, Church and Assembly Hall Proposal, Norshaw Estates Plan of Subdivision, Gazley Regional Official Plan Amendment Application, 449635 Ontario Ltd. Subdivision, 57 Holdings Plan of Subdivision and an application for Consent by Settled Estates.

2. Reviewed and commented on seven documents as requested by Regional Staff. These were the Rural Cluster Study and Proposed Official Plan Amendment No. 5; the Lisgar Secondary Plan; the Halton Hills Official Plan; the Proposed Mineral Resource Policies; Proposed Official Plan Amendment No. 7, Burlington Rural Area, and Proposed Official Plan Amendment No. 3, Acton Urban Area.

3. Conducted, through the Ministry of Agriculture and Food, a survey of wildlife damage in Halton.

4. Discussed and finalized Terms of Reference for the Committee.

5. Expressed concern over such issues as: reconstruction of Steeles Avenues and a local improvement assessment of a Burlington farm.

6. Endorsed a 1982 Controlled Deer Hunt as a result of statistics gathered in the wildlife damage survey.

7. Organized and conducted a successful farm tour and barbecue.

8. Held a meeting with representatives from local Clerks' offices, weed inspectors, health inspectors and the police department to discuss environmental problems and damages.

9. Discussion of problems at the Alexholme Sludge Lagoon.

10. Commented on a questionnaire concerning the effects of rural non-farm lot creation on agriculture in Halton.

11. Involved with the finalization of the Terms of Reference for Invitation for Proposed Assessment Report on Regional Official Plan Referral and Deferral Properties. Also involved with hiring of the consultant and follow-up of work program on an ongoing basis.

12. Commented on the Draft Work Program for the Environmental Assessment of the Landfill Component of Halton's Solid Waste Management Program.

1982 Halton Agricultural Advisory Committee

Norm Biggar, Chairman
Jim Reid, Vice-Chairman
Bill Allison
Peter Branch
John DiGerolamo
Russ Hurren
Doris McNabb
Bob Merry
Harold Middlebrook
Councillor Russell Miller
Ed Segsworth
Henry S anley
Mac Traas

PART VII

ADMINISTRATIVE DEVELOPMENT COMMITTEE (ADC)

REGIONAL ADMINISTRATIVE DEVELOPMENT COMMITTEE

ANNUAL REPORT - 1982

A. Introduction

The Regional Administrative Development Committee has been in operation since May, 1981 and so has just completed its second year of operation. The Committee is comprised of the Chief Administrative Officer, the Regional Solicitor, the Regional Treasurer and the Directors of the Planning and Development, Public Works and Business Development Departments. It is intended as a forum in which problems affecting development or occurring during the development review process can be discussed with all appropriate Regional Departments and resolutions proffered.

The Committee met at eleven regular meetings during 1982.

B. Major Issues Discussed

During the eleven regular meetings, 57 items of new business have been considered by the Committee. The major topics of discussion included:

1. Consideration and the provision of direction on a number of servicing requests, from individuals and businesses. Twelve specific servicing requests were considered. Of the twelve requests, eight were for the provision of water, four were for sanitary sewers. Five servicing requests were from individuals or businesses in the Urban Area - Lansing Buildall, M. Michielli and Dominion Consolidated, Oakville; Roxul/DeMarco and Mrs. Schouten, Milton. Three requests were received concerning servicing in the Parkway Belt - Mr. Lenz and Mr. Hubert, Burlington and a proposed Recreational Complex, Oakville. Four requests were from individuals whose properties are located in the Rural Area - Mr. Rehmtulla, Mrs. Job, Mr. Murdoch and Mr. Zoffranieri, Milton.

2. The sizing of the proposed Mid-Halton Water Pollution Control Plant.

3. The Master Servicing and Financing Schemes for Burlington and Oakville, and their implementation.

4. Review and finalization of the Committee's Terms of Reference.

5. Extensive discussion of the hydrogeological study of the Hamlet of Campbellville, and suggestion of direction of the consultant.

6. The provision of sewer and water services to Hamlets, more specifically, those Hamlets in Halton Hills. Related to this was direction on a servicing request by Mantis Developments, Stewarttown.

7. Review and submission of comments on the Urban and Rural Servicing Guidelines and Proposed Amendment No. 2, Sanitary Sewage Disposal and Water Supply Policies.

8. The Committee was given frequent updates on the workings of the 401 Steering Committee and the Business Advisory Committee.

9. Discussion of the collection of capital contributions.

10. Discussion with representatives of the Ontario Trucking Association re: liaison with municipalities and appropriate agencies to assist in the planning of roads, truck routes, transportation of dangerous goods etc.

11. Discussion of the charging of fees related to services provided during the development process.

12. Discussion of a proposal for the financing of external servicing of the 401 Industrial Park, Phase II, Milton.

13. Discussion of the water problem in Acton and consideration of a development condition imposed on P. Civiero Investments requiring that the problem be solved.

14. Discussion concerning Milton Urban Expansion.

15. Introduction of discussion on the workings of the Urban Development Institute, and its liaison with Halton Region.

The Terms of Reference for the Committee have been adopted by Council and have been incorporated into the Region's Policy and Procedures Manual.

C. Items Carried Over into 1983

Discussion of a number of items began or continued through 1982, and will be discussed further in 1983. Some items were discussed in 1982, but the completion of any required action was not expected until some time in 1983. The following is a summary of these items.

1. Centralized file numbering system - the research into implementing such a system has been ongoing since the first time it was discussed in 1981. At this time, a system of co-ordinating the file numbers of development files only is being implemented, with a view to implementing an integrated Regional system in the future.

2. Master Servicing and Financing Schemes - the adoption of the schemes should take place in 1983 - the Finance Department consulted the ADC frequently and provided updates in the progress of the schemes during 1982.

3. Capital Contributions Involving Severances - extensive discussion as to the timing of the collection of capital contributions took place in 1982. After review of a previous report and consideration of severance statistics, the Finance Department has drafted a report dealing with the subject which should be brought forward early in 1983.

4. Effect that Approved Development has Upon Existing Surrounding Water Supply and Private Sewage Systems - Regional Liability - research into this issue was begun in 1982 by the Law Department. As a result of the research and discussion by the Committee, a confidential report to Council will be forwarded early in 1983.

5. Urban Development Institute - the subject of liaison with the Institute was introduced to the Committee late in 1982, and discussion of the matter will be taking place in 1983.

D. Results

The Committee continues to serve as a forum for good inter-departmental communication, thereby increasing the efficiency of processing development applications, and facilitating the comprehensive review and solution of development problems at an early stage.

PART VIII

ECOLOGICAL AND ENVIRONMENTAL ADVISORY COMMITTEE (EEAC)

HALTON ECOLOGICAL AND ENVIRONMENTAL ADVISORY COMMITTEE

1982 ACTIVITY REPORT

The Ecological and Environmental Advisory Committee (EEAC) had a very busy year in 1982 which was reflected in the Committee's decision, and Regional Council's approval to increase its membership from 18 to 23 members. Eight new members joined the Committee in 1982 to bring the complement to 23. These members have already proven themselves and have provided a great deal of interest and assistance to the Committee over the year. Their support enabled us to establish approximately 27 sub-committees to deal with Official Plan Amendments, Environmental Impact Assessment evaluations, Ministry of Natural Resources Woodlot thinning proposals, severance applications, information availability, etc. These were in addition to 9 sub-committees carried over from 1981. Of these 36 committees, at least 10 will be ongoing into 1983 and others may need to be recalled from time to time for monitoring, changes in proposals and so on.

The following is a summary of the major areas of involvement for EEAC during 1982:

1. Commented and provided recommendations on approximately 10 land use proposals in or adjacent to Environmentally Sensitive Areas (E.S.A.'s) as well as 4 severance applications. Also requested to comment on 5 land use proposals/developments affecting Halton's natural environment but not directly affecting E.S.A.'s (e.g. Skyway Bridge, Morrison Creek Crossing, etc.).

2. Reviewed and commented on 5 Regional Official Plan Amendments.

3. Reviewed and commented on 4 reports from outside agencies (e.g. 1981 Deer Hunt, Cambridge District Land Use Strategy, M.N.R. Wetlands Policy, etc.).

4. Reviewed, field checked and commented on 9 M.N.R. Woodlot thinning proposals.

5. Commented on the Terms of Reference and Draft Work Program for an Environmental Assessment of the landfill component of Halton's Solid Waste Management Program.

6. Commented on Terms of Reference for an Environmental Analysis of Regional Plan referral properties. Also involved in the interviewing of consultants and in field inspections and will remain involved as the work progresses.

7. Opposed a 1982 observed motorcycle trial event in the Halton Regional Forest.

8. Organized and conducted a successful 1982 Environmentally Sensitive Areas tour.

9. Participated in the Man-Environment Impact Conference by co-sponsoring a booth and setting-up a display on Halton's natural environment with the Halton Region Conservation Authority.

10. Formally presented the Slide presentation "Halton's Natural Environment; A Legacy Worth Protecting" to the Halton Board of Education and provided the Board with a copy of the presentation at a Board meeting.

11. Requested Planning and Public Works Committee and Regional Council to comment to the Premier's Office on the need for the reinstatement of Niagara Escarpment Commission members.

12. Provided guidance on an E.S.A. Access and Ownership methodological study undertaken by 3 University of Guelph students. Also, provided comments on the E.S.A. Ownership and Access Study undertaken by the Region's Planning and Development Department during the summer.

13. Prepared an information brochure to be distributed with the slide presentation, as well as for general distribution.

14. Finalized and endorsed revised Terms of Reference for the EEAC Committee.

15. Participated in discussions with the three Conservation Authorities in developing a program for informing and making the public aware of environmental information in the Region.

In addition, EEAC was involved in a joint information exchange presentation with the Ministry of Transportation and Communications. EEAC also made representation to the Region's Planning and Public Works Committee on the Skyway Bridge Environmental Assessment and on the observed motorcycle trial event proposed for the Halton Regional Forest.

In summary, 1982 was a very busy year and we look forward to the continued support and cooperation of the Planning and Public Works Committee, Planning and Development Staff, and Regional Council throughout 1983.

Respectfully submitted

D. Cowell
Chairman,
Ecological and Environmental Advisory Committee

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